COMPANY INTERNSHIP **OFFER TEMPLATE** for The University of Illinois at Urbana-Champaign’s Grainger College of Engineering undergraduate students.

Thank you for considering the student below as an intern in your company. If you would kindly use the template below, that will greatly assist and speed up our **verification process** for the student intern to be compliant with our internship rules.

Thanking you in advance,

Daniel J. Turner, Ph.D.

Assistant Dean for Undergraduate Programs

Director for Academic Affairs

The University of Illinois at Urbana-Champaign’s Grainger College of Engineering

206 Engineering hall, MC-272

1308 West Green Street Urbana, IL 61801

Phone: (217) 333-2280 Fax: (217) 244-4974

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**TEMPLATE BELOW (we need all information below to verify compliance):**

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| --- | --- |
| Employer’s Name:  Employer’s street address 1:  Employers’ street address 2:  City:  State:  Postal Code:  Internship is on site (circle one): Yes/No | Student Full Name:  Start Date:  End Date:  Average number of hours per week:  Job Title:  Job Short Description: |

<Offer Letter text here>