

Sponsored Student Letter– Permission for Conference Attendance or Study Abroad

DATE

Re: CSU STUDENT NAME
CSU STUDENT ID NUMBER
CSU STUDENT ACADEMIC MAJOR

To Whom It May Concern:

As per your request, please find information related to conference or study abroad participation for the student named above:

1. Confirm that the conference attendance or study abroad program is directly related to the student's academic program
2. Reason for conference attendance or study abroad participation

Should you have any questions about the information contained in this letter, please don't hesitate to contact me directly at FACULTY ADVISOR EMAIL ADDRESS.

Sincerely yours,

Name
Title

Copy: CSU Center for International Services and Programs