

**EXAMPLE NOMINATION LETTER TO BE PROVIDED BY OVERSEAS UNIVERSITIES TO STUDENTS
TO BE PRINTED ON ORIGINAL UNIVERSITY LETTER HEAD & CERTIFIED**

International Exchange Unit
International Centre
American Town, CA100000
United States of America

Telephone: xxxxxxxxxxxxxxxxxxxxxxxxx
Facsimile: xxxxxxxxxxxxxxxxxxxxxxxxx
Email: xxxxxxxxxxxxxxxxxxxxxxxxx
www.americanuniversity.ac.usa

23 June 2010

To Whom It May Concern;

FULL NAME has been selected to participate on the Study Abroad Programme at the University of Sheffield.

FULL NAME will be spending **his third year** studying at the University of Sheffield (abroad) and the work **he** does and the grades **he** achieves will transfer back and form part of **his ADD FULL UNIVERSITY NAME** degree.

The year is not a year out; it is simply **his third year** taken overseas, and as such it does not extend his **three year** degree course in any way.

FULL NAME will continue to be registered as a **ADD FULL UNIVERSITY NAME** student, and his tuition fees will be paid to us in the normal way.

No tuition fees are payable to the University of Sheffield (overseas exchange institution); instead we accept one of their students in lieu of **FULL NAME**. **FULL NAME** will return to **the USA** and resume his studies at **ADD FULL UNIVERSITY NAME** at **the end of September 2011**.

I hope this provides you with all the information you require, however, should you need any further clarification please do not hesitate to contact me.

Yours faithfully

Mrs Joanna Bloggs
Study Abroad Administrator