

EXAMPLE NOMINATION LETTER TO BE PROVIDED BY OVERSEAS UNIVERSITIES TO STUDENTS

**TO BE PRINTED ON ORIGINAL UNIVERSITY LETTER HEAD,
& STAMPED AND SIGNED**

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23 June 2010

To Whom it may concern

Teddy Wake-Smith has been selected to participate on the Study Abroad Programme at the University of Sheffield.

Teddy 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 University of America degree.

The year is not a year out; it is simply his third year taken overseas, and as such it does not extend his 4 years year degree course in any way.

Teddy will continue to be registered as a University of America 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 Teddy. Teddy will return to the USA and resume his studies at the University of America 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