DEPARTMENT CHAIR: PLEASE WRITE YOUR INVITATION ON THE DEPARTMENTAL LETTERHEAD WITH A PROPER SIGNATURE AT THE BOTTOM. IF THE DEPARTMENT WISHES TO WAIVE THE TOEFL, IT MUST BE STATED IN THE LETTER.

MAIL THE LETTER TO: UNIVERSITY OF CALIFORNIA, BERKELEY EXTENSION, INTERNATIONAL STUDENT SERVICES OFFICE
1995 University Avenue, Suite 200
Berkeley, CA 94704-7000

Date_______________________

To the International Student Services:

This letter of invitation acknowledges that _____ Name of the student _____ is eligible to enroll in the ____ Name of the campus department ____ classes through the Concurrent Enrollment Program of UC Berkeley Extension for the spring and/or fall semester of (must specify the term and the year). <Campus dept> agrees to allow the student to enroll in a full course load of classes in our department, or has made arrangements with <other departments for the student> to comprise a full course load.

As an international student, _____ Name of the student _____ must adhere to and be held responsible for any Department of Homeland Security regulations pertaining to a full-time F-1 student. It is the student’s responsibility to obtain the approval of the instructors, to meet all of the deadlines and departmental requirements, to apply for classes, to monitor application status, and follow-up with application reviewers at all levels to assure enrollment. Our department’s full-time load requirement is ___ units, and our department will work with the student to ensure that the student is able to enroll in a full-time course load.

If there are any questions regarding this invitation, please contact me at _____ Name of the campus department, phone number and the time to be reached.

Sincerely,
Name, Title and Signature of the Professor or Department Chair