

INTERN CONFIRMATION FORM

TO: _____ DATE _____

ORGANIZATION: _____

LOCATION: _____

FAX NUMBER: _____

STUDENT PARTICIPATING: _____

* * * * *

FROM: _____
(Intern Faculty Advisor)

PHONE: _____ EXT: _____ FAX: _____

E-MAIL: _____ No. pages: _____

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|---|
| Message: |
| Thank you for agreeing to participate in our UB Engineering Internship Program. In response to |
| your internship student request, please be advised that: |
| Will be calling you soon to discuss arrangements for his/her internship assignment in your organization |
| during the spring semester. The student's resume, if available, is included in this message. |
| If you have any questions, please call me at the phone number above. Thank you for your support. |
| We look forward to having our students create value for you, while learning. |