

## International Student Payroll/Fellowship Verification Letter

Departmental Payroll Administrator:

- Letter must reflect:
  - Actual salary or fellowship
  - Dates of appointment
  - Summer appointment, if applicable
  - Whether it is likely/unlikely appointment will be continued next academic or fiscal year
- The actual salary or fellowship should not include the monetary value of other benefits the student may receive, such as insurance and tuition benefits.
- Contact ISSS ([iss@umn.edu](mailto:iss@umn.edu); 612-626-7100) if you have questions.

### LETTER FORMAT FOR ASSISTANTSHIPS AND ON-CAMPUS EMPLOYMENT

To Whom It May Concern:

This is to verify that (student's name) is employed as (position title) for the period of (begin date/end date). The hourly salary for this appointment is \$(Amount) and (Mr./Ms.) works an average of (number of hours per week).

This appointment (is likely to be/will not be) continued in the next (academic or fiscal) year.

Sincerely,

### LETTER FORMAT FOR FELLOWSHIPS

To Whom It May Concern:

This is to verify that (student's name) has been awarded a fellowship. The fellowship provides \$(amount) from the period of (dates). This fellowship (is likely to be/will not be) continued in the next (academic or fiscal) year.

Sincerely,