DATE

MIT International Students Office  
Room E39-278

**Student Name**, a citizen of Country, MIT ID# xxxxxxxxx, is a student in good standing in the Department of Architecture’s [degree; e.g., MArch] program. In the [20xx IAP or 20xx Summer] term, [he/she] will register for [six for IAP or one] units of academic credit (4.190) for the work done in the professional architecture office [name of company].

**About the Employer and the Internship:**

[Student name] will join the company [company name + team name or division, etc., if appropriate] as an intern. The work [he/she] will perform is integrally related to [his/her] studies in [e.g., design & computation] and [his/her] [thesis or dissertation] as detailed below.

[Provide at least three sentences here regarding how the internship is integrally related – please be very specific - to your studies/degree program and how it relates to your thesis topic. **Example paragraphs**:]

**Example 1:**

This internship will support and expand student name’s experience and research regarding [**e.g.:** the nature of contemporary practices of architecture in professional settings; in particular, its integration with urbanism and landscape design.]The nature of the office’s work, [**e.g.,** engagement of urban planning and design issues as parameters and catalysts of design methodology], is integral to [Mr./Ms. Student Name]’s interests. The office will give [him/her] the opportunity to consider these issues and [**e.g.,** propose design solutions in two relevant contexts: the Greater Boston Area, and the Middle East and Eastern Mediterranean. ]

**Example 2:**

“In particular, student name has been offered the opportunity to be involved in the [**e.g.,** design process of a large scale development in the Boynton Yards area of the Union Square Master Plan. Working with a multitude of stakeholders such as developers, city planners, community representatives, master planners, and cost consultants will give [student name] the opportunity to engage the realities of the contemporary planning process as it relates to architectural design]. This will require the ability to [**e.g.,** communicate effectively, convey compelling architectural narratives using representation and doing so through physical and digital models] — all qualities that will support [his/her] final thesis endeavor at the culmination of [his/her] degree.

**Details of employment are as follows:**

Employer: Company Name

Address: Street Address  
 City, State zipcode

Contact: Person who is your contact

Phone: Contact phone number

Email: Contact email address

Dates of Employment: [dates must be fall within the dates set by ISO on their [CPT page](http://iso.mit.edu/immigration/emp_f1_cpt.shtml) under “CPT Authorization Dates by Term”]

The Department of Architecture encourages this work as important practical experience integrally related to the student’s major area of research. I, as academic advisor, recommend the internship and will evaluate the completed work and provide a final grade.

Sincerely,

Advisor Name  
Advisor title