Suffolk University Visiting Intern Letter Requirements

Undergraduate and/or Graduate students who are interested in residing on the Suffolk University Campus during the summer of 2016 while completing an internship in/around the city of Boston must submit a letter from the college or university in which they are currently enrolled.

The letter must contain the following information:

1. The letter must be on the college or university’s letter head
2. The letter must be prepared by an authorized representative of the college or university
3. The letter must state that the student is currently enrolled in the college or university
4. The letter must state that the academic institution will inform the Suffolk University if the student’s enrollment at the academic institution terminates at any time prior to the end of the Internship
5. The letter must state that the student will be participating in an internship during the summer of 2016 in connection with his/her course of study at the college or university. Please know the student does not need to receive academic credit.
   a. If a student is not receiving academic credit, an internship may still be related to the course of study by showing a relationship between the internship and the student’s course of study. For example, a business/accounting/finance major who is completing an internship in the Financial District meets this criterion.
6. The letter must specifically identify the company or organization where the student is completing his/her Internship
7. The letter must state the official start date and end date of the Internship

The student may also submit two letters, one from the college or university and one from the internship site, in order to address all of the criteria above. It would be expected that the college or university address the first five bullet points and the internship site address the last two. The 5th item may be addressed by a combination of the two letters.

This letter(s) must be submitted to the Department of Residence Life & Housing at Suffolk University before housing will be confirmed. Students who fail to submit a letter that complies with these requirements will not be eligible to reside in Suffolk University’s housing and will forfeit their deposit.

Suffolk strongly recommends that students submit their letters well in advance of the date they are requesting to move in to Suffolk University housing so that they will have an opportunity to correct any deficiencies in the letter.