Letter of Support – Graduate Student Exchange

Items in [brackets and highlighted] to be filled in by Head of Department at host institution.

[Date]

Arthur B. McDonald Canadian Astroparticle Physics Research Institute

c/o McDonald Institute Administrative Team

64 Bader Lane

Queen’s University

Kingston, ON K7L 3N6

Dear Members of the McDonald Institute Administrative Team,

On behalf of [Department name, at X University], I am pleased to endorse support for [visiting student name] to work with [name of host Faculty member]. We anticipate [visiting student name] to be hosted at our institution from [X date to X date].

[A short paragraph about the host supervisor, and a short description of the work and/or team they are leading.]

[One or two short paragraphs about the objectives of the visit, or the skills that the visiting student will acquire by visiting the host research lab or group.]

In support of the Graduate Student Exchange program, we envision the visiting student will participate in [please write one or two sentences indicating opportunities for the student while visiting the department. For example, speaking at a colloquium series, participating in orientation, academic or professional training opportunities, local conferences/symposiums etc.]. Our department will also offer [please indicate the resources available to the visiting student. For example, office/lab space, access to equipment, consumables, health and safety orientation/support, etc.]

On behalf of [Department name], I am pleased to provide a letter of support for this Graduate Student Exchange.

Sincerely,

[Host research group PO]

[Contact information]

[Head of Department name]

[Contact information]