RESEARCH INTERN EXTENSION REQUEST JUSTIFICATON

DATE: <Date>

TO: CALS Human Resources

FROM: <Department Name>

Re: Research Intern extension request and justification- <Intern's Name>

The department of <Department Name>requests to extend <Name> research intern appointment for an additional <number of months> to continue advanced <training/research>, which will augment <his/her> degree.

<Name> will benefit from this continued training because it will provide <him/her> the opportunity to <explain what specific additional experience or training the individual will gain relevant to his/her degree>. <He/She>will be able to build on <his/her> <degree subject> background by <explain new skills and knowledge that the individual will gain relevant to his/her degree>. <Name>will continue this training through <appointment end date>.

Note: The department understands that an extension request beyond the 3rd year of the appointment requires Dean’s level approval and is only granted for exceptional circumstances.

If you have any questions, please reach me at <e-mail address> or <phone number>*.*

Attachments:

Resume