**Research Intern Extension Request & Justification**

Date:

To: CALS Human Resources

From: <Name>

The <Center/Department/Unit Name> requests to extend a research intern appointment for an additional <number of months> months to pursue advanced training (which will augment their degree). See the following information below:

Name:       Empl. ID:

New end date:       Funding:

FTE:       Visa Status:

Explain the additional specific experience or training the individual will gain relevant to their degree:

Explain new skills and knowledge the individual will gain relevant to their degree:

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 contact       at <Phone and/or Email>.

Attachments:

CV/Resume