



Guidelines for Letter of Sponsorship

The letter of sponsorship should expressly address the level of corporate sponsorship in terms of time commitment and tuition funding. Specifically, the company should acknowledge:

- That the applicant will attend all 10 weeks of coursework during the 18 months and
- The specific amount of corporate-sponsored tuition and
- The methods in which payments are made (i.e. the check is cut directly to Georgia Tech, the students must pay and is reimbursed)

We recommend you include the following verbiage within the sponsorship letter:

“On behalf of (company name), I am submitting to Georgia Tech this letter of sponsorship for (employee name). Under this sponsorship, (company name) will be responsible for \$(corporate-funded portion of tuition) of the total program tuition. Invoices for this portion should be submitted to: (contact information for invoices).

The method in which we process tuition is....

Our understanding is that the EMIL program will take place between (program dates) and will require attendance at five two-week residences to be held offsite during this period. (company name) recognizes that each EMIL residence requires a full-time commitment from the participant. Thus, (company name) will establish any back up resources we feel will be necessary to cover (employee name)’s responsibilities during these residences.”

Contact Information

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