

## Guidelines for Letter of Sponsorship

**The letter of sponsorship should expressly address 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
- Instructions for tuition invoice process, including name, email, and phone of contact within the company who will handle the invoice payment.
- The methods in which payments are made (i.e. the check is cut directly to Georgia Tech, wire transfer, payment with credit card, the student must pay and is reimbursed)

**If the company is not providing tuition funding, the student should provide additional information in this letter or a second later regarding their plans for self sponsorship (i.e. savings, scholarships, student loans, etc.)**

**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...(i.e. mail invoice to, email invoice to, special requirements for course listings prior to term start date to generate letters of credit, wait for grades, reimburse student, pay GT directly)

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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