

**Sample Letter for New York State Graduate Students Applying to
NYC Public Schools with an Internship Certificate**

Please provide the letter below, with bracketed information replaced, to graduate students eligible for an NYSED Internship Certificate. The letter must be on official college or university letterhead and will need to be submitted by candidates who apply for teaching opportunities at NYC Public Schools.

[Letter must be on college or university letterhead]

[Date]

To Whom It May Concern:

This letter serves to confirm that [insert applicant name] is in **good standing in a New York State-approved program** of study leading to the degree of [insert program/subject area]. The expected date of degree conferral is [insert date]. Based on this student's progress, [insert applicant name] is on track to complete **50%** of program requirements - coursework, workshops, and field experience - as outlined by both the New York State Education Department and [insert university name]. We expect to recommend [insert applicant name] for New York State **Internship certification**, effective by [insert date here].

Sincerely,

[insert name]

[insert title]

[insert university]