



FINANCIAL SPONSORSHIP LETTER

Prospective exchange students who will receive financial sponsorship from a private individual (e.g. parent, spouse) must provide documentation in the form of a sponsorship letter signed and dated by the sponsor. The sponsorship letter must include the following:

1. The date the document was signed, which must be within six months of the exchange program start date.
2. The sponsor’s full name.
3. The sponsor’s relationship to the student.
4. The student’s full name.
5. The specific amount of funds (in USD) that the sponsor will contribute.
6. The sponsor’s signature.

Sponsors may use the following fillable form or provide a separate letter based on this template:

[Today’s Date]

To Whom It May Concern,

This letter verifies that I, _____ **[Sponsor’s full name]** will sponsor my _____ **[relationship (e.g. child, spouse)]**, _____ **[Student’s full name]**, to participate in the San Francisco State University Exchange Program for the amount of USD \$_____ **[specific amount of funds]**.

Sincerely yours,

Signature: _____ **Printed Name:** _____ **Date:** _____