

Company Letterhead

TODAY'S DATE

To the International Student Relations Office at Oral Roberts University,

This letter is to verify that STUDENT'S FULL NAME has been offered a PAID OR UNPAID position as a POSITION TITLE at our organization, ORGANIZATION NAME. STUDENT'S NAME will be WORKING/VOLUNTEERING as part of an academic requirement related to HIS/HER studies at Oral Roberts University. Details of HIS/HER position are listed below:

**Start Date:**

**End Date:**

**Full-time or part-time:**

**Address of site:**

If you have any questions, please contact me at the information listed below.

SIGNATURE

PRINTED NAME

PHONE NUMBER

EMAIL ADDRESS

June 17, 2025

To the International Student Relations Office at Oral Roberts University,

This letter is to verify that Josh Muñoz has been offered an unpaid position as a Lead Intern at our organization, the International Student Center. Josh will be volunteering as part of an academic requirement related to his studies at Oral Roberts University. Details of his position are listed below:

**Start Date:** September 1, 2025

**End Date:** December 1, 2025

**Full-time or part-time:** Part-time

**Address of site:** 7777 S Lewis Avenue, Tulsa, OK, 74171

If you have any questions, please contact me at the information listed below.



Lisa Edwards  
International Student Manager, PDSO  
Oral Roberts University  
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918-495-6488