**Example Authorization Letter**

**US Citizen**

[DATE]

I, [STUDENT FULL NAME], authorize [REPRESENTATIVE FULL NAME] to complete all necessary CO-OP paperwork on my behalf.

If you have any questions, please contact me.

Thank you,



[STUDENT FULL NAME]

[ADDRESS]

[CITY, ST ZIP]

[PHONE]

[UH EMAIL]

[PEOPLESOFT]

**F-1 International**

[DATE]

I, [STUDENT FULL NAME], authorize [REPRESENTATIVE FULL NAME] to complete all necessary CPT and CO-OP paperwork on my behalf.

If you have any questions, please contact me.

Thank you,



[STUDENT FULL NAME]

[ADDRESS]

[CITY, ST ZIP]

[PHONE]

[UH EMAIL]

[PEOPLESOFT]