



**HEADQUARTERS
UNITED STATES AFRICA COMMAND
UNIT 29951
APO, AE 09751**

EDUCATIONAL INSTITUTION ACKNOWLEDGEMENT LETTER

Dear School Officials,

Your student, _____, has applied for a Volunteer Student Internship at Headquarters United States Africa Command (HQ USAFRICOM) located in Stuttgart, Germany. Student participation in the program is on a voluntary basis, and there is no remuneration or other employee benefits provided. Students can gain valuable experience related to their education endeavors when working in the joint, interagency, and international environment here at Headquarters, U.S. Africa Command (HQ USAFRICOM).

Students typically work a minimum of *eight (8) weeks* in the program; but may work longer, should the organization and student mutually agree. To participate in the Volunteer Internship Program, a student must be enrolled in a trade school, technical or vocational institute, junior college, college, university or other accredited educational institution. The student must have a grade point average (GPA) of at least 3.0 on a 4.0 scale. Permission to participate in the program must be given by an official from the student’s educational institution (e.g. guidance counselor, dean, or equivalent). This is to ensure participation in our program does not interfere or violate your academic studies, programs or policies. Please sign the acknowledgement below, and forward a scanned copy to: africom.stuttgart.acj5.mbx.avip@mail.mil

If you have any questions or concerns please feel free to contact HQ USAFRICOM Volunteer Internship Program Manager at: +49 (0) 964-170-591-5507, at the aforementioned email address, or visit our website at: www.africom.mil under “Staff Resources”.

ACKNOWLEDGEMENT

The below signature is to acknowledge that _____ is a student in good standing at _____, has a GPA of at least 3.0 on a 4.0 scale, and has permission from the school to participate in the HQ USAFRICOM Volunteer Internship Program (see note 1*).

Note 1*: In the case of institutions that don’t use the 4.0 academic scale, please provide the actual grades and evaluation system used in a separate document. In the case of newly matriculated students where there are no grades yet recorded, the student will submit their GPA *no later than 14 calendar days after grades have posted for the first grading period*. Unofficial transcripts are acceptable in both cases.

School Official’s Printed Name

School Official’s Title and Seal

School Official’s Signature

Date

Student’s Printed Name

Date

Student’s Signature

Date