SAMPLE EMAIL

To: International Student Office (ISO)
CC: [Employer HR contact]

affiliation
Subject: Educational Affiliation Review - [Your Full Name, [Student ID]

Hello,
I have received a job offer for the position of [Job Title] with [BYU-Pathway Worldwide / The Church of Jesus Christ of Latter-day Saints]. I am requesting an educational affiliation review before I begin work.

Attached are my offer letter and the job description. [HR contact name] from the employer's HR team is copied on this email.

Thank you,
[Your Full Name]
[Program of Study] [Student ID]

ENSIGN
COLLEGE