**OFFICIAL LETTERHEAD**

*\* Please, use the official school letterhead to print this letter and sign and stamp it at the bottom.*

***Note:*** *Due to the ongoing situation with the pandemic COVID-19, the applicant can share a digital copy of this letter as of now (including the full name, address, and logo of the school on top) with a digital signature of the Principal/Concerned Authority. In case a digital signature is unavailable, the letter can be extended from the official email ID of the Principal/Concerned Authority.*

***Important:*** *In view of the rising interest from participants across different world regions, we are adopting a hybrid approach to our residential weeks. Therefore, participants will have the option to attend the residential week either in-person at a host university within India or attend virtually through a live stream from their respective regions/locations. This will be determined on a case-to-case and need basis.*

*Substitute all the spaces in red with the correct information. Remove the paragraphs above and also* ***this*** *paragraph before printing or preparing the digital copy.*

Dear IC3 Institute,

I, [SCHOOL PRINCIPAL/AUTHORITY’S NAME], [TITLE/DESIGNATION AT SCHOOL] at [NAME OF SCHOOL] located in [CITY, COUNTRY], am writing to certify that [APPLICANT’S NAME] is a full-time employee in our school working as a [TITLE/DESIGNATION OF APPLICANT] in our high school program. I am fully aware of the need to attend the full program in order to be eligible to receive a certificate and that in order to do so, the applicant is required to attend 4 weeks of the residential program at different host universities in India as per the program schedule on the following dates:

|  |  |
| --- | --- |
| **PROGRAM** | **DATES** |
| Residential Program Week 1 | 12 September - 18 September 2021 |
| Online Series 1 | 4 October - 24 November 2021 |
| Residential Program Week 2 | 12 December - 18 December 2021 |
| Assessment 1 | 17 December 2021 |
| Online Series 2 | 5 January - 2 March 2022 |
| Residential Program Week 3 | 10 April - 16 April 2022 |
| Online Series 3 | 27 April - 15 June 2022 |
| Residential Program Week 4 | 26 June - 2 July 2022 |
| Project Submission | 11 July 2022 |
| Final Assessment + Viva | 12 July - 20 July 2022 |
| 5th Cohort IC3 Institute: **Graduation** |  |

I certify that:

* The applicant has permission from our school to participate in the certificate program, including for his/her traveling for the 4 weeks of the residential program, plus an estimated 4 hours of online work per week throughout the course of the program.
* Our school is committed to establishing a full-time counseling/career guidance office to help students.
* The applicant is to play a key role in this office with the knowledge acquired from the course provided by the IC3 Institute for at least 2 years after completing the certificate program.

I also assure you that all decision-makers in the school are aware of this commitment so that the applicant can engage and fully participate in the course.

With kind regards,

[PRINT NAME]

[signature]