**SAMPLE LETTER TO REQUEST A TEMPORARY LIBRARY CARD**

To Whom It May Concern:

Please issue to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a temporary card so that s/he may use the University libraries. Mr./Ms. is a J-1 Student Intern in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will be here until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. S/He needs to use the library while waiting for his/her UB CARD to be issued.

The Department will accept responsibility for all materials that the J-1 Student Intern checks out of the library.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair or Host Faculty M