



## Beacon Student Success Fellowship (BSSF) Verification Documentation for Your Experience

Beacon Student Success Fellowship (BSSF) recipients must provide valid verification of their experiential learning opportunity. **Submitting inadequate verification will delay your award.**

Valid documentation must include the following details for:

- **Internship, volunteer opportunity, or research position** – A signed letter on letterhead or email clearly from the host organization verifying that you (referred to by name) have been accepted for the internship, volunteer opportunity, or research position, which must include details of the start and end dates for the experience, job description or a list of responsibilities, job title, hours per week, and immediate supervisor contact information.
- **Study abroad program** – A signed letter on letterhead or email clearly from the host organization stating that you (referred to by name) have been accepted into a study abroad program, which must include details of the full name (include the institution) of the study abroad program, an overview of the program and its goal or purpose, the location of the experience, a contact person for the program, and any other important information about the experience.
- **Academic symposium** – Receipts for travel or registration for an academic symposium, which must include details of the name and purpose of symposium/professional development opportunity, coordinator contact information, or other relevant material, etc.
- **Field experience course through UMass Boston** – A copy of your course schedule from WISER if you are taking a field experience course through UMass Boston. Otherwise, a signed copy of your acceptance (with you referred to by name) into the course, a receipt for payment, or a statement that has the name of the company/institution offering the course and assurance that you are enrolled in the class. Some examples of alternative courses could be a professional course such as grant writing, CNA, or EMT, or courses at the Nantucket Field Station.
- **Is your type of summer experience not listed?** Email [Charles.Klemmer@umb.edu](mailto:Charles.Klemmer@umb.edu) with the subject headline “BSSF: Verification Documentation Assistance”

The following are not sufficient for verification:

- Brochures describing the program or opportunity
- Class schedules without your name indicated
- An acceptance letter/email without the host organization’s name
- An acceptance form without your name or signature