

Sample third party authorization letter

(Paste into your company letterhead)

(Date)

Office of the Controller
Hannah Administration Building
426 Auditorium Road, Room 140
East Lansing, MI 48824

Dear Controller:

This letter shall authorize you to third-party invoice us for 100% of the tuition expected to be: _____¹ as well as a \$25.00 fee for third-party invoicing.

You are also authorized to invoice us for international student health insurance (if required).²

Student Name _____
Student PID (MSU issued personal identification number): A _____ *(if you know)*
Course Name³: _____ *(i.e., Food Regulation in the United States)*
Course No.: FSC ____ *(i.e., 810, 811, etc.)*
Section: _____
Semester: _____ *(i.e., spring/summer/fall)*
Year: _____

You may invoice us as follows:

NAME OF COMPANY

ATTENTION: _____

ADDRESS OF COMPANY

RE: (STUDENT NAME), PURCHASE ORDER NUMBER: ____ *(if you have one)*

Signature, Name and title of authorized individual

¹ Current tuition rates are posted at http://www.ctrl.msu.edu/COStudentAccounts/Tuition_Fees_MainMenu.aspx, or contact iflr@msu.edu for assistance.

² Only for international students living within the United States, remove if not applicable. Learn more at <https://www.hr.msu.edu/benefits/students/health/waiver.html>.

³ List of courses: https://www.canr.msu.edu/iflr/frequently-asked-questions/course_offerings_by_semester