Curricular Practical Training Employer Letter Template

F-1 students applying for Curricular Practical Training (CPT) must turn in a letter from their CPT employer containing the following information:

- Number of hours per week OR if the job is full or part-time
- Employer address with zip code
- Start and end-date of employment
- Job title and brief position description

If your employer would like to see an example of how the letter should be formatted, please provide them with the following template:

*To Be Printed On Company Letterhead*

(Example)

STUDENT NAME

DATE

ADDRESS

Dear STUDENT NAME,

COMPANY NAME is pleased to offer you an INTERNSHIP/PRACTICUM, with the following terms: *(The letter MUST contain the below)*

- Start and end dates of INTERNSHIP/PRACTICUM
- Number of hours per week OR the letter MUST state “Full-Time” or Part-Time
- Job location and address in the letter is REQUIRED
- Job title and a brief description of the INTERNSHIP/PRACTICUM

If you have any questions or need any further information, please contact NAME OF SUPERVISOR at PHONE NUMBER AND/OR EMAIL.

Sincerely,

SIGNATURE

TITLE