

# Carnegie Mellon University

## Office of International Education

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### 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 **circled**:

- Employer name
- Number of hours per week OR if the job is full or part-time
- Employer address with zip code \*(see Additional Information Regarding Remote Internships)
- Start and end-date of employment
  - CPT internship dates must fall within the summer semester. As there are different summer calendars for internships in 2021, check with your academic department to determine your department's summer calendar.
- Job title and brief position description

#### \*Additional Information Regarding Remote Internships

*I'm applying for CPT for my remote internship. What address should I use for my CPT application as "employment address"?*

There is currently no specific government guidance regarding employment address for remote CPT authorization.

- Make sure to check with your employer what address they require to be listed on your CPT I-20 BEFORE you apply for CPT. This information may be important for your employer's hiring and payroll process. If your employer does not have a policy regarding what employment address they require on your CPT I-20, we recommend that you use your employer's address, until there is further government guidance.
- Make sure that the employment address that you request for your CPT I-20 is also listed in your employment letter.

SEVP has recently provided [guidance](#) for students working under OPT work authorization regarding remote work. The guidance states that the original employer's address in the OPT authorization should not be updated to the new remote address.

**Note: this information may change if there is additional government guidance regarding remote work while on CPT.**

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

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**SAMPLE EMPLOYER CPT OFFER LETTER**  
**MUST Be Printed On Company/Organization Letterhead Stationary**

**XYZ, INC.**

January 18, 2021

Mr. Andrew Carnegie  
123 Main Street  
Pittsburgh, PA 15213

Dear Andrew,

We are very pleased to offer you the position of Intern this summer with XYZ, Inc. Please find the following confirmation of the specifics of your internship:

- **Position Title: Summer Intern**
- **Start Date: May 21, 2021**
- **End Date: August 13, 2021**
- **Number of Work Hours Per Week: 40 hours per week/Full-Time**
- **Employer Location: You will be working in our branch office at 100 Main Street, Cambridge, MA 02139**

Reporting Relationship/Supervisor: You will be reporting to John Smith, Managing Director of XYZ, Inc. Mr. Smith's may be contacted by phone (123-456-7899) or by email ([jsmith@xyz.com](mailto:jsmith@xyz.com)).

Internship Responsibilities: Your day---to---day responsibilities will include the following:

- Developing online marketing resources (webpages, videos, slideshows) for products
- Create sales presentations and surveys for prospective clients
- Work with department managers to analyze marketing resource effectiveness
- Attend weekly working group staff meetings

Should you have any questions regarding the specifics of your internship, please contact me by phone (123-456-7899) or by email ([jsmith@xyz.com](mailto:jsmith@xyz.com)).

Sincerely,

John Smith  
Internship Coordinator, Human Resources XYZ, Inc.