Curricular Practical Training Employer Offer Letter Template

Employers/internship supervisors)HGHUDO UHJXODWLRQ
DOORZVWHUQDWLRQDOVWXGHQWVDQGVFKRRODXWKRULWLHVWRSURYLGHH[SHULHQFH
GLUHFWO\ UHODWHGWRWKHLUPDMRUILHOGRIVWXG\WRKHOSWKHPREWDLQFRQWU UHFHLYH D OHW
WKHLU HPSOR\HUVKRZKHWWKH XQLYHUVLW\VWXGHQWSURJUDPRIVWXG\LVDSSURSULDWHDQGOLQNHGWKHVW
OHWWHUVRIRIIHUSRQHWWDHQGKHOGXGKRO ORZLQJ LQIRUPDWLRQ

- 7RGD\¶V GDWH
- &RPSDQ\ QDPHDGGUHVV
- 6WXGHQW¶V IXOO QDPHDQG VWXGHQW LGQXPEHU LI NQRZQ
  VWXGHQW ZRUN OLQH PRWHO\
- 6WDUW DQG HQG GDWHV
- $ EULHI GHVFULSWLRQ RI WKH SRVLWLRQ DQG WKH H[SHULHQFH WKH H[SHULHQFH
- 6LJQDWXUH

An international student may not begin working until s/he has received an I-20 from the immigration coordinator with a CPT authorization on Page 2.

3OHDVH FLRPQ:LDZEWUK DQ\ TXHVWLRQV\ P ZLFDGGHVVL QG X
)$4 IRU HPSOR\HUVWKDWDQSEVH IRXQGLQ HGXLFDWLRQSROLF

Students 3OHDVHYHWRXVEHQOHWRXQVLPDLQIRQL QUR\KLPGSHG\HU
OHW7WLEVR HV7UHSDFKHPSOR\HUWHUPVQX HQWRDPDQQ KDV
EHHQ SURYLGHGFDQGHQEHQ ERUDWHGLPXODWLRQ ILOHV

Company name BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB

Phone number BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB

Email address BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB

Address where student will work BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB

G PWQ IRU _____ Course number of course requiring the job or intern

ship:_____

%\ VLJQLQJ W,KHDWQOLUHEHWRZUHHLYLQJ ZLQWKZ&,37 DXWKRUL]D
ZLOO QRW ZRUN RXWVLGH WKH GDWHV RQ SDJH RI WKH Q

6WXGHQWVLJQDWXUHDQG1237 W\SH RBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB