Curricular Practical Training Employer Offer Letter Template

Employers/internship supervisors )HGHUDO UHJXODWLRQ DOOLRQZ WHUQDWLRQDO LQ VWXGHQWV WR SDUWLFLSDWH LQ SDLG HPSOR\PHQW IRU SUDFWLFDO H[SHULHQFH GLUHFWO\ UHODWHG WR WKHLU PDMRU IURP WKH ILUVW GD\ RI WKH WHUP WKDW WKH\ UHFHLYH D OHWWHU WKHLU HPSOR\HU WKH XQLYHUVLW\¶V ZLOOLQJ WR SURYLGH D OHWWHU OHWWHU RI RIIHU RQ FRPSDQ\ OHWWHUKHDG WKDW LQFOXGHV WKH IROORZLQJ LQIRUPDWLRQ

- 7RGD\¶V GDWH
- &RPSDQ\ QDPH SKRQH QXPEHU DQG DGGUHVV
- 6WDWHPHQW WKDW VWXGHQW ZLOO ZRUN DW WKH ORFDWLRQ OLVWHG EHORZ RU VWXGHQW ZLOO ZRUN UHPRWHO\
- 6WDUW DQG HQG GDWHV
- $ EULHI GHVFULSWLRQ RI WKH GXWLHV DQG KRZ WKH\ UHODWH WR 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 FRQWDFW WKH DQ\ TXHVWLRQV UHJDUGLQJ WKLV UHTXLUHPHQW
)$4 IRU HPSOR\HUV DQG VWXGHQWV ZLWK TXHVWLRQV RQ HGXFDWLRQ SROLF\

Students 3OHDVH VXEPLW WKLV UHTXHVW DORQJ ZLWK WKH RIIHU OHWWHU RI HPSOR\PHQW WR WKH ,QWHUQDWLRQDO RIILFH EHIRUH \RX VWDUW ZRUN DQG EHIRUH WKH DXWKRUL]DWLRQ KDV EHHQ SURYLGHG DQG HQWHUHG LQ \RXU 6(9,6 UHFRUG

Company name ________________________________________

Phone number ________________________________________

Email address ________________________________________

Address where student will work ________________________________

GRQ¶W IRUJHW FLW\ VWDWH =,3 FRGH ______________________________

This employment will be: _____ Part-time or _____ Full-time at _____ of hours per week*
QXPEHU

Date scheduled to begin** __________________ Date scheduled to end** __________________

Course number of course requiring the job or internship: ______________________________

%\ VLJQLQJ WKLV OHWWHU , DJUHH WR UHFHLYH D &37 DXWKRUL]DWLRQ ZLOO QRW ZRUN RXWVLGH WKH GDWHV RQ SDJH RI WKH

6WXGHQW¶V VLJQDWXUH 7\SH QDPH ____________ GDWH ____________