Curricular Practical Training Employer Offer Letter Template

Employers/internship supervisors)HGHUDO UHJXODWLRQ
DOORZ LQWHUQDWLRQDO VWXGHQWV WR SDUWLFLSDWH LQ SUDFWLFDO H[SHULHQFH
GLUHFWO\ UHODWHG WR WKHLU PDMRU ILHOG RI VWXG\ 7R UHFHLYH D OHWWHU
WKHLU HPSOR\HU LQ WKH XQLYHUVLW\¶V ZLOO UHTXLUH D OHWWHU
OHWWHU RQ FRPSDQ\ OHWWHUKHDG ZLWK WKH IROORZLQJ LQIRUPDWLRQ

- 7RGD\¶V GDWH
- &RPSDQ\ QDPH SKRQH QXPEHU DQG DGGUHVV
- 6WDWHPHQW RI ZKHWKHU ZRUN ZLOO EH SDLG RU XQSDLG
  VWXGHQW ZLOO UHPRWHO\
- 6WDUW DQG HQG GDWHV
- $ EULHI GHVFULSWLRQ RI GXWLHV DQG 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 ZLWK DQ\ TXHVWLRQV DW ZLOOHP #FDOYLQ HGX
)$4 IRU HPSOR\HUV DQG IRU PRUH LQIRUPDWLRQ

Students 3OHDVH IROORZ WKH LQVWUXFWLRQV EHORZ RQ LPSRUWDQW
OHWWHU RI ZRUN ZLWK \RXU HPSOR\HU DQG DWWDFK \RXU
EHHQ SURYLGHG DQG HQWHU IXOO LQIRUPDWLRQ ILOHV

Company name ____

Phone number ____

Email address ____

Address where student will work ____________________________________

GRQ¶W IRUJHW FLW\ VWDWH DQG]LS 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 IRUP , DFNQRZOHGJH WKDW , ZLOO QRW ZRUN DW &37 DXWKRUL]DWLRQ
ZLOO QRW ZRUN RXWVLGH WKH GDWHV RQ SDJH RI WKH

6WXGHQW¶V VLJQDWXUH DQG 1DPH ________________ 'DWH ____________