

The USF letterhead is shown as an example. The letter needs to be printed on the employer's letterhead that includes the employer's address and contact information

CURRICULAR PRACTICAL TRAINING (CPT) EMPLOYER LETTER TEMPLATE

(For use with Curricular Practical Training)

(Date)

United States Department of Homeland Security
United States Citizenship and Immigration Services

To Whom It May Concern:

This letter is written in support of the Curricular Practical Training application of **(name of student)** at **(name of company)**. This letter verifies the student's employment details for their Curricular Practical Training authorization, which is an integral part of the student's academic program. It is not a contract or an official offer of employment.

We confirm the details of the student's training below:

- Job title:
- Start date of employment¹:
- End date of employment:
- Expected work hours per week:
- Employer address:
- Site Address (*where student will be physically working, state "remote" if appropriate, or "same as above" if it is the same as the address above*):
- Description of job duties (*please demonstrate a clear relationship between the job duties and the student's major*):

We therefore request that the student's application for Curricular Practical Training authorization be granted by the University of San Francisco's International Student and Scholar Services (ISSS) office.

Sincerely,

(Original or copy of ink signature, or certified digital signature)

(Name and Title of Employer Official)

(Name of Company)

(Employer Official's email and phone number, if not included in the letterhead)

¹ The student cannot legally begin work in the U.S. until the request has been authorized by the ISSS office at the University of San Francisco (USF). The ISSS office's processing time is up to ten business days.