

CURRICULAR PRACTICAL TRAINING (CPT) EMPLOYER LETTER TEMPLATE
(For use with Curricular Practical Training ¹)

***Please note: Letter should be printed on employer's letterhead that includes the employer's address and contact information (the USF letterhead is only shown as an example).**

(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)**.

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

- Job title:
- Start date of employment²:
- 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:

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,

(Ink, copy of ink, or certified digital signature)
(Name and Title of Employer)
(Name of Company)

¹ The purpose of this letter is to verify the student's employment details for their Curricular Practical Training authorization, which is an integral part of the student's academic program and is not a contract or an official offer of employment.

² 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.