

California State University, Northridge
International and Exchange Student Center
Sample Letter from Employer: Curricular Practical Training

Students who need to apply for Curricular Practical Training are required to obtain a letter from the employer and submit it to the IESC with a request for employment authorization based on CPT.

This is an example of the employer letter. It must be written on original, company letterhead.

Date: _____

To: The Foreign Student Advisor for _____ (name of student)

IESC, USU Building C, 18111 Nordhoff Street, CA 91330-8445.

Phone: (818) 677- 3053

This is to verify that (student's name) has been offered a (full or part-time) paid internship as a/an (name of position) with our company to provide him/her with practical experience in his/her field of study.

This internship is/is not connected to a course at CSUN. The employment begins on (month/day/year) and ends on (month/day/year)

(Please include a second paragraph which repeats the title of the position and explains the relationship of the proposed employment to the student's major)

Employer contact information is as follows:

Employer Telephone Number:

Immediate Supervisor:

Sincerely,

(Signed by: the Personnel Manager or the immediate supervisor)