

Curricular Practical Training (CPT) Internship/Training Offer Letter

Students who need to apply for Curricular Practical Training are required to obtain a letter from the hiring company and submit it to the IESC with the CPT request form.

This is an example of the offer letter. It must be written on original, company letterhead. Please do not copy the information above the line.

Date: _____

To: Foreign Student Advisor, DSO
International and Exchange Student Center
California State University, Northridge
USU Building C, 18111 Nordhoff Street, CA 91330-8445.
Phone: (818) 677- 3053

This letter is written to support the application for Curricular Practical Training of **(Name of Student)**.

(Name of Student) has been offered an internship as a **(occupation/job title of student)** and will be involved in training with **(name of company)** under the direct supervision of **(name and contact info of supervisor)** beginning on **(date student is to begin work activity)**. The student will be participating in the internship/training for **(number of hours)** per week at a rate pay of **(hourly/weekly/monthly)**. We expect to continue to retain **(name of student)** as an intern through **(date student is expected to end work activity)**. The primary location where this internship/training will take place is **(address of worksite)**.

(Name of student) duties will include **(provide brief description of duties relating to the student's major field of study at CSUN)**

(Name of company) therefore requests that the application of **(name of student)** be accepted for **(his/her)** period of curricular practical training.

Sincerely,

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