Curricular Practical Training – Employer Offer Letter Template

Employer: Please provide the following documents to the student who is applying for Curricular Practical Training (CPT) work authorization:

1. Employer agreement form located at http://tinyurl.com/CalvinCPT.
2. Employment offer letter conforming with the template below and printed on company/organization letterhead.

Date:

To: International Student Advisor at Calvin College

_________ would like to offer ________ an internship position. Below is the information you requested about the position and our company.

Employer Name:_____________________________________________________________

Physical location of student’s job:_________________________________________________

This employment will be _____Part-time or _____Full-time at _____ of hours per week*

(Date)

Date scheduled to begin** _______________ Date scheduled to end** _______________

Job Description:

Should you need further information, please do not hesitate to contact me directly. Here is my contact information: (Phone number, email, etc)

Sincerely,

[Signature]

Employer

Please Note:
*CPT work authorization can be granted on a part-time basis while school is in session and on a full-time basis during school breaks. Immigration regulations define part-time as 20 hours or fewer per week. While working under part-time CPT authorization, student’s employment must not exceed more than 20 hours in any one given week.

**Be aware that the student may not begin working until s/he has received an I-20 from the International Student Advisor with a CPT authorization on Page 3.