Curricular Practical Training Employer Offer Letter Template

Employers/internship supervisors: Thank you for offering a practical experience to a Calvin University international student. Federal regulations allow international students to engage in paid and unpaid off-campus practical experiences directly related to their major program of study. To qualify, the student must receive a letter from their employer, which the university will retain in the student’s immigration file. Please draft the letter on company letterhead, and include the following information:

- Today’s date
- Company name, phone number, and e-mail address,
- Street address where the student will do the practical training
- Start and end dates
- A brief description of the student’s duties and the educational goals of the experience.
- Signature

Please note:
An international student may not begin working until s/he has received an I-20 from the immigration coordinator with a CPT authorization on Page 2.

If you have any questions, please contact the immigration coordinator, Brent Wilkinson, at 616-526-6897 or bw28@calvin.edu

Students: Please fill out the section below using the information provided in your employer’s letter. This does NOT replace the employer letter; it serves to ensure that all information has been provided and can be a quick reference for your future visa/immigration files.

_________________________ is offering __________________________

name of company           student’s name
an internship position. Below is the information you requested about the position and our company.

Employer name:_______________________________________________________________

Phone number: _____________________________________________________________

Email address: _____________________________________________________________

Address where student will work: _____________________________________________

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

Date scheduled to begin**________________________ Date scheduled to end**_____________