

## Sample CPT Letter

### MUST BE ON UNIVERSITY/SCHOOL LETTERHEAD

[Date]

International Student Advisor  
International Students Services  
Barry University

Dear (International Student Advisor),

**Ms./Mr./Mrs./ [Student's Name]** has been assigned to [**name of employer and full address**] from [**date**] to [**date**] and will be working [**number**] hours per week. This field experience is an integral part of his/her program of study, if training is **not** required by the degree program; **Ms./Mr./Mrs./ [Student's Name]** must meet the requirements for curricular practical training by receiving academic credit for the employment experience.

Sincerely,

Academic Advisor

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#### **Letter must include:**

1. Name of student
2. Location of internship [**full address including city, state, and zip code**]
3. Dates of internship [**mm/dd/yyyy** ] format
4. Number of hours that the student will be working per week
5. Must state that it ***is required*** to complete degree
6. Student must apply for CPT one week before the employment/internship start date.
7. Letter must be on official university/school letterhead – *emails, faxes, telephone correspondence, or letters on non-school/university letterhead* **WILL NOT BE ACCEPTED.**

