



International Students and Scholars

University of California, Riverside
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Dear Employer,

Students in F-1 status, who want to pursue Curricular Practical Training (CPT) or an internship program in their field of study, are required to obtain a job offer letter from their prospective employer before being authorized for the practical training.

Please provide a letter that includes the following information:

- Description of the training program, including its location, the name and address of the training supervisor, number of hours per week, salary, and dates of the training
- Goals and objectives of the training program
- Statement acknowledging that the training relates to the student's major field of study.

If the student does not already have a Social Security number, they will need to apply for one at the Social Security Administration office, and this job offer letter will need to be included in the application for SSN. If the student will be applying for a Social Security number, please also include the following information in the letter:

- Job title/position
- Supervisor's contact information (most importantly the phone number and email address)

Sample letter (This is an optional template)

(For Company/Institution Offering CPT Internship for an International Student In F-1 status),

This letter is to support the participation in an F-1 Curricular Practical Training work-based learning experience of F-1 student, **(Name of Student)**.

We agree to provide the student with an educational work-based learning experience (internship) directly related to the student's major field of study, fulfilling all or part of the student's degree or internship course enrollment requirement.

Please see below for the specific details of the student's internship position:

- Company Name
- Company Address
- Student's Job Title
- Job Duties and Responsibilities
- Goals and Objectives of the training program
- Number of hours per week
- Start Date and End Date
- Salary

- Supervisor's Name (Please Note: Supervisor must NOT be an F-1 or J-1 visa student)
- Supervisor's Job Title
- Supervisor's Contact Information (Phone or Email)

If you have any questions, I can be reached at (email and phone number).

Thank you.

Sincerely,

Sincerely,
Employer's Signature (Digital or Handwritten Signature)
Employer's Name
Employer's Official Title