

SAMPLE JOB OFFER LETTER
for F-1 Curricular Practical Training

Company/Organization Letterhead

[DATE]

[STUDENT'S NAME]
[STUDENT'S ADDRESS]
[STUDENT'S CONTACT INFORMATION]

Dear **[STUDENT'S NAME]**,

We are very pleased to offer you the position of **[JOB TITLE]** with **[COMPANY NAME]**. Please find the following confirmation of the specifics of your work:

Position Title: **Accounting Assistant**

Start Date: **(1st day of Quarter in which you were registered to)**

EndDate: **(Last day of Quarter in which you were registered to)**

Number of Work Hours Per Week: **20 hours per week**

Salary **(optional)**: **\$15.00 per hour**

Supervisor: You will be reporting to **[SUPERVISOR'S NAME and TITLE]**.

[Supervisor's Contact Information] may be contacted by phone at **(xxx-xxx-xxxx)** or by email **(xxxxxxx@xxx.com)**.

Responsibilities: Your day-to-day responsibilities will include the following:

- **Developing online marketing resources (webpages, videos, slideshows) for products**
- **Create sales presentations and surveys for prospective clients**
- **Work with department managers to analyze marketing resource effectiveness**
- **Attend weekly working group staff meetings**

(Examples of duties and responsibilities)

Office Location: You will be working in our branch office at **[Company Location]**.

Should you have any questions regarding the specifics of your internship, please contact me by phone **(xxx-xxx-xxxx)** or by email **(xxxxxxx@xxx.com)**,

Sincerely,

[Signature over Supervisor's Printed Name and Title]

All items in **RED ink** are **REQUIRED** to be provided while items in **BLUE ink** are **OPTIONAL**



CPT STUDENT REGISTRATION FORM

Office Use Only
Year:
Quarter: Winter Spring Summer Fall

Please print clearly and accurately.

Date

Last Name, First M. Date of Birth
Street City State Zip
Email Phone

Table with 7 columns: 1. CPT Application, 2. Job Offer Letter, 3. CAO Interview, Course Number, Course Title, Units, Total Tuition. Row 1: MA 750, Curricular Practical Training Course, 2, \$480.00

- 1. To continue applying for CPT with the same position & company, only fill out CPT Request form & Registration Form.
2. The Job offer letter must meet the requirements (See the sample letter for more details)
3. New applicants must meet with the CAO for approval.
Continuing applicants must meet with the CAO if the student's job position and/or company changes.

A \$35 Fee will be assessed to any return check, either for Non-Sufficient Funds or for Stop Payments.

By signing this form, I acknowledge that I have read and understand the contents of this form and agree to the policies and procedures of registration.

Student's Signature

Office Use

- NEW CONTINUING
1. CPT Application 2. Job Offer Letter 3. CAO Interview 4. Payment
5. CPT I-20 issued/Date

Received by Date

Approved by Date