

Bridgewater State University
International Student and Scholar Services
Sample Letter from Employer: Curricular Practical Training

Students who need to apply for Curricular Practical Training are required to obtain a letter from the employer/supervisor and submit it to ISSS with a request for employment authorization based on CPT.

This is an example of the employer letter. It must be written on original, company letterhead. Please do not copy the information above the line.

(Date)

To:
International Student and Scholar Services
Minnock Institute for Global Engagement
25 Park Terrace
Bridgewater, MA 02325
Ph: (508) 531-2730

This is to verify that (student's name) has been offered a (full or part-time) (paid or unpaid) internship as a/an (name of position) with our company to provide him/her with practical experience in his/her field of study.

This internship is connected to (name of course) at BSU. The employment begins on (month/day/year) and ends on (month/day/year)

(Please include a second paragraph which repeats the title of the position and explains the relationship of the proposed employment to the student's major)

Employer contact information is as follows:

Immediate Supervisor's Name:
Supervisor's Telephone Number:
Supervisor's Email:
Employer's address:

Sincerely,
(Signed by: the Personnel Manager or the immediate supervisor)