



# International Programs

## Employer Hire Letter Template for CPT

CPT is off-campus employment defined by U.S. federal regulations as being an integral part of the student's curriculum and directly related to his/her major field of study (*8 CFR 214.2(f)*). Official hire letters may be requested by the Department of Homeland Security at any time. The student must receive academic credit and meet specific learning goals during the off-campus training.

Students in F-1 visa status are limited to less than 20 hours per week of CPT during the fall and spring semesters unless full-time work is required by their degree program (example: student teaching). During the summer, students may be authorized for full-time work. After CPT approval, check the student's I-20 to confirm if they are approved for part-time (less than 20 hours per week) or full-time work at your company.

CPT is not intended for continual employment, and the training **cannot be extended**. CPT is only available for self-contained internships and practicums that provide a concise opportunity for the student to meet specific educational outcomes.

For CPT to be approved, the letter of offer must be written on **company letter head** and **must include ALL of the following information**. If you have questions about this template or federal F-1 visa regulations, please contact the International Student Coordinator at [erin.marie.anderson@minotstateu.edu](mailto:erin.marie.anderson@minotstateu.edu).

**(Return address)**

**(Date)**

Dear **(Student)**,

The purpose of this letter is to confirm that **(company name)** is offering you employment as **(job title)** starting **(month/day/year)** through **(month/day/year)**.

This employment will serve as "practical training" by supplementing your degree in **(student's major)**. It is our understanding that this internship is an integral part of your academic program. You will receive academic credit for the experience that meets a requirement for your degree program. As such, this company agrees to provide the necessary information and documentation to Minot State University in order to help evaluate your experience. We understand that this educational training opportunity is not intended for continual employment and the training cannot be extended.

The goals and objectives of your training with us will be **(list educational learning goals)**. Specifically, your day-to-day work will be **(position description, etc.)**.

The location of your training will be **(physical address where the student will be completing training)**.

Your direct supervisor will be **(name, title)**. Your supervisor's contact information is **(address, phone, and email)**.

We are offering you **(number)** of hours per week.

Sincerely

**(Name/title)**