



## CPT Employment Letter Guidelines

Curricular Practical Training (CPT) is only available to F-1 students who have not graduated and who have been enrolled on a full-time basis for one full academic year (fall and spring). Degree programs requiring off-campus employment before meeting this one full academic year requirement may be eligible for CPT. CPT is an employment that is an integral part of an established curriculum in student's field. CPT can be an internship, cooperative education, or anything related to the student's degree program.

### REQUIRED DOCUMENTS:

- **EMPLOYER LETTER**

An offer letter from the employer may not include information required for CPT. You **MUST HAVE** a new letter/email from your employer with the required elements. Missing information will cause your CPT application to be delayed.

The following information must be included in the employer letter/photocopy:

**Number of hours per week**

**Employer/company address**

**Job title**

**Start date of employment (must be a date in the future),**

**End date of employment**

**Brief description of work**

If any of these details change, new forms must be completed and new authorization must be obtained.