

Sample Offer of Employment Letter for CPT
(Must be printed on company letterhead)

Date

International Student Program
Santa Rosa Junior College
1501 Mendocino Avenue
Santa Rosa, CA 95401

Subject: Employment Offer for *(student's name)*

This is to confirm that our company would like to offer an internship employment position to *(student name)* whose major/program of study is *(title of educational major/program of study obtained from student)*. This employment will serve as Curricular Practical Training associated with the student's academic program at Santa Rosa Junior College. Below is information about the position and the company:

Employer/Company Name:

Name and Title of Supervisor:

Physical location (address) of proposed job:

This employee will be hired to work exactly _____ hours per week.*

Requested Start Date: _____ End Date: _____ **

Brief job description:

Tasks to be performed are listed below. These will be new learning objectives for the student, and the tasks are directly related to the student's major course of study at Santa Rosa Junior College.

- 1.
- 2.
- 3.
- 4.

Sincerely,

(Supervisor's Signature)

Supervisor's email address:

Please note:

*CPT work authorization may be granted on a part-time basis while school is in session and on a full-time basis during official breaks. Immigration regulations define part-time as 20 hours or less per week.

** CPT cannot be authorized beyond the end date of the current term. Student is not eligible to begin employment until they have received an updated Form I-20 from SRJC with CPT authorization on Page 2.