



Curricular Practical Training (CPT) – Employer Offer Letter Template

Employers: Please use the template below to create an employment offer letter for the DePauw University student to whom your organization is offering an internship. The employment offer should be signed and printed on official letterhead. You are welcome to contact DePauw University’s International Student Services office with any questions at (765) 658-4850 or iss@depauw.edu.

During an academic semester or official break period, international students are permitted to work off campus only once they have received official work authorization from their universities’ international student services office. This work authorization, called “Curricular Practical Training” (CPT), allows international students to engage in a practicum or employment off campus in exchange for academic credit, pay or other forms of compensation (free meals, housing, etc.). Applying for CPT is free for international students and employers. However, all days of employment CPT authorization must be obtained prior to the first day of employment. If a student works before or after the dates authorized for CPT, the student’s academic program may be terminated, resulting in departure from the United States.

Date:

Dear [Student Name],

\_\_\_\_\_ is pleased to offer you an internship position as  
Name of Organization

\_\_\_\_\_. Below, you will find information about the position and our organization.  
Title of the Position

Employer Name: \_\_\_\_\_

Physical location(s) where internship activities will take place: \_\_\_\_\_

This position will be [“paid at a rate of \_\_\_\_\_” or “unpaid but will count toward academic credit for your undergraduate degree program”]. You will be expected to work [“part-time” or “full-time”], engaging in employment activities for \_\_\_\_\_ hours per week\*.

Date scheduled to begin employment\*\* \_\_\_\_\_ Date scheduled to end employment\*\* \_\_\_\_\_

Job Description:

As a representative of my organization, I confirm that we will be cooperating with DePauw University to achieve the curricular purpose of this employment/training by providing you with the opportunity to gain practical experience in your major field of study. Should you need further information, please do not hesitate to contact me directly.

Sincerely,

[Signature]

Name

Title

Contact information (email, phone number, address, etc.)

**Special Notes:**

*\*CPT work authorization can be granted on a part-time basis (less than 20 hours per week) while the school is in session and on a full-time basis (more than 20 hours per week) during official university break periods.*

*\*\*Please be advised that the student **may not begin working** until s/he has received official work authorization from DePauw University's International Student Services office*