

TEMPLATE FOR INTERNSHIP OFFER LETTER

Internship offer letters must be signed originals on company letterhead. Faxes, scanned copies or e-mails cannot be accepted. A new letter must be submitted for each request.

Date

Student's Name

Address

Dear **Student**,

Name of Organization is pleased to offer you an internship educational opportunity at our **Job Location** facility. Your schedule will be **Number of Hours** per week, beginning on **Date** and ending on **Date** (as per the dates of your semester classes). For this position, you will be paid an **hourly** rate of **Amount**. **[PLEASE NOTE: As per the nature of internships, annual salary amounts may not be submitted and students cannot receive benefits as part of their internship program.]**

For this position, your major duties will include **Brief Description of Job Responsibilities, and how it's directly related to the completion of your thesis/project/field of study.** Your supervisor will be **Name, Supervisor's Position**, and his/her phone number is **Phone Number**.

In addition, it is our understanding that you will be authorized to accept this employment under U.S. Citizenship & Immigration Services (USCIS) regulations governing non-immigrant students. I certify that this position is not meant to be long-term employment for you but an internship position to be performed within the regular class dates of the semester. Furthermore, I understand that should we wish to pursue permanent employment for you, there are viable options to easily achieve this (Optional Practical Training and H-1B visa), as described in the **CPT Employer Brochure**.

Sincerely,

[signature]

Company Official

INTERNSHIP OFFER LETTER REQUIREMENTS

Please be sure the following information is included in your internship offer letter. This information is meant to be additional documentation to protect your visa status by validating the fact that you are working legally. An original should be submitted to the with your CPT application.

- *Your name
- *Name of company
- *Hours of work per week
- *Mention whether or not position is paid or unpaid
- ◆ *Detailed description of your duties
- ◆ *Starting and ending dates (per semester)
- ◆ *Mention that you are working via an internship