**Information Required in Employer’s Letter**

**(print on company letterhead)**

Dear Employer:

The following information must be included in the student’s offer letter, signed and be on company letterhead:

* Beginning date and end date of internship
* Position student is serving in (job description)
* Whether job is full-time (21 hours or more) or part-time (20 hours or less)

#### Example of Academic Advisor’s Letter

**(print on department letterhead)**

Date

International Student and Scholar Services

ATTN: Designated School Official

917 13th Street South, SL 248

Birmingham, AL 35294

Dear DSO:

I recommend that (student’s full name) be allowed to participate in Curricular Practical Training as a (position) for (company). His/her responsibilities will include (job description). (Company) would like him/her to begin (date) and continue until (date) as a (part-time or full-time) employee.

As (name)’s academic advisor, I certify that this internship is a required part of his/her (major name) curriculum. This employment experience is required to fulfill internship requirements for (course code) to complete his/her major. (Or, select one of the other reasons for CPT: 1) necessary for thesis/dissertation research, 2) cooperative education program, 3) required for departmental academic credit *e.g.*, independent study)

Sincerely,

Advisor’s Signature

& Name