


**CURRICULAR PRACTICAL TRAINING (CPT) + SSN APPLICATION:  
 SAMPLE OFFER LETTER**

**COMPONENTS REQUIRED IN OFFER LETTER**

International students in F-1 status are allowed to be employed in the United States under Curricular Practical Training (CPT) as long as the employment is an integral part of an established curriculum. In order to apply for a [Social Security Number \(SSN\)](#) with the Social Security Administration (SSA), you must present a valid offer letter. An offer letter for a job in your major field of study to apply for CPT and an SSN must include all the following components below:

	<b>1. Letterhead</b> (A printed heading on stationary that may include company’s logo, name, and address)
	<b>2. Employer Name</b> (Official Name/Legal Entity)
	<b>3. Employer Address</b> (If your work is remote, ensure the company’s headquarters is listed)
	<b>4. Description of Employment</b> (May include Job Title and Job Duties)
	<b>5. Employment Identification Number</b> (EIN)
	<b>6. Supervisor Info</b> (Name, Title, and Phone Number)
	<b>7. Number of Hours</b> (Part-Time or Full-Time)
	<b>8. Start Date of Employment</b> (Visit <a href="#">CPT.ucsd.edu</a> for more information on start dates)
	<b>9. Compensation</b> (Salary or confirmation of compensation)
	<b>10. Description of Employment</b> (May include Job Title and Job Duties)
	<b>11. Original Signature</b> with Signatory’ Name and Title (Wet signature required, digital not accepted)

**SAMPLE OFFER LETTER**



**BRAND**  
YOUR TAGLINE

Company Name  
 1235 Company Address  
 San Diego City, CA, 91111  
 Tel: 000-000-0000

*[Date of Offer]*

Dear *[Your Name]*:

We at **EMPLOYER NAME, (COMPANY EIN ##-#####)** are thrilled to offer you a role as a **POSITION/TITLE**. In this role you will report to **SUPERVISOR NAME, TITLE**. Your supervisor can be reached at **000-000-0001**. The **job duties include** but are not limited to researching marketing strategies, working directly with the marketing team, and other tasks as assigned.

Starting on **START DATE OF EMPLOYMENT** you will be expected to work **NUMBER OF HOURS OR FULL-TIME/PART-TIME**. You will be compensated **SALARY** for this role.

We look forward to welcoming you to **EMPLOYER NAME**.

Sincerely,

**[ORIGINAL SIGNATURE, digital not accepted]**  
**Name of Signatory**  
**Title of Signatory**