

REQUEST FOR LETTER FROM COMPANY/UCSD DEPARTMENT OFFERING AN INTERNSHIP POSITION TO AN INTERNATIONAL STUDENT

Dear Employer,

Students in F-1 status, who want to pursue Curricular Practical Training (CPT) or an internship program in their field of study, are required to obtain a job offer letter from their prospective employer before he or she can be authorized for the practical training.

Please provide a letter that includes the following information:

- Description of the training program, including its location, the name and address of the training supervisor, number of hours per week, salary, and dates of the training
- Goals and objectives of the training program
- Statement acknowledging that the training relates to the student's major field of study, and that is an integral or critical part of the academic program.

If the student does not already have a Social Security number, they will need to apply for one at the Social Security Administration office, and this job offer letter will need to be included in the application for SSN. If the student will be applying for a Social Security number, please also include the following information in the letter:

- Job title/position
- Company's EIN number
- Supervisor's contact information (most importantly the phone number)

Feel free to use the attached sample letter as a guide for you to use on your letterhead. Please give the original letter directly to the student. If you have any questions concerning this request, please contact our office at iemployment@ucsd.edu or 858-534-3730.

Thank you.

Sincerely,

International Students & Programs Office

UC San Diego International Center

SAMPLE LETTER

(For Company/UCSD Department Offering a Position of an International Student for CPT)

COMPANY LETTERHEAD

DATE

Dear UC San Diego International Students & Programs Office,

(Name of student) has been offered a training position with (name of company, EIN ##-#####) as a (- job title/position) located at (physical address and location) for the period from (exact start date) to (exact end date) for (# of) hours per week. The salary will be (\$ per month or year).

The supervisor will be (name of supervisor), (title) located at (location). You may contact the supervisor at (phone number of supervisor).

The training program will include (description of program & job duties). The goals/objectives of the training program will be (describe goals/objectives).

It is my belief that the proposed training is related to the student's field of study and that it is an integral or critical part of the academic program.

If you have any questions, I can be reached at (email and phone number).

Thank you.

Sincerely,

Signature

Name

Title