California State University, Dominguez Hills
International Student Services (ISS)
Curricular Practical Training (CPT):
Sample letter from faculty or Department Chair

Please write on department letterhead and use the information below this line.

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Date: ______________________

To: The International Student Services (ISS) Coordinator for __________________________ (name of student.)

International Student Services (ISS)
LSU, Room #110,
1000 E. Victoria St., Carson, CA 90747
Phone: (310) 243-2892   E-mail: iss@csudh.edu

From: Name of Faculty or Department Chair
      Name of Department
      Department phone number

Dear Advisor,

This is a letter of support for Name of student to have a Curricular Practical Training/internship at Name of Company. This applicant for spring / fall internship has demonstrated an interest in improving the learning of major/field of study in a professional world.

Please include a brief description as to how this job opportunity will enhance the students’ knowledge of the skills learned within the major.

I hereby support this applicant to have a paid-internship during this spring semester.

Sincerely,

(Signature of faculty or Department Chair)