California State University, Dominguez Hills
International Student Services (ISS)
Sample Letter from Employer: Curricular Practical Training

Students who need to apply for Curricular Practical Training are required to obtain a letter from the employer and submit it to ISS with a request for employment authorization based on CPT.

This is an example of the employer letter. It must be written on original, company letterhead. Please do not copy the information above the line.

Date: _______________

To: 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

This is to verify that (student’s name) has been offered a (full or part-time) paid internship as a/an (name of position) with our company to provide him/her with practical experience in his/her field of study.

This internship is/is not connected to a course at CSU Dominguez Hills. The employment begins on (month/day/year) and ends on (month/day/year)

(Please include a second paragraph which repeats the title of the position and explains the relationship of the proposed employment to the student’s major.)

Employer contact information is as follows:

Employers Name / Title
Employer Telephone Number
Employer Address
Immediate Supervisor

Sincerely,

(Signed by the Personnel Manager or the immediate supervisor)