



**California Institute of Advanced Management**  
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**EMPLOYMENT OFFER LETTER – SAMPLE**  
**in support of Curricular Practical Training (CPT)**

[Letter must be produced on company letterhead stationary]

**Date**

**Student Name**

**Address**

Dear **Student Name**:

[**Company Name**] is pleased to offer you temporary employment in support for your curricular practical training application. You are scheduled to work [**number of hours**] per week, beginning [**start date**] and ending [**end date**]. This period of employment corresponds to the dates of your classes.

During the term of your employment, your major duties and responsibilities will include [**brief description of tasks to be performed**]. [**Please include details and responsibilities that relate to your current courses**]

In addition, it is our understanding that you will be authorized to accept this employment under United States Citizenship and Immigration Services (USCIS) regulations governing Nonimmigrant Students (F-1) and Curricular Practical Training (CPT) status. I certify that this position is not meant to be long-term employment for you, but rather a temporary position to be performed during the regular class dates of your term.

Sincerely,

[**signature of responsible individual in company**]

[**name and title of responsible individual in company**]

**NOTE TO EMPLOYER**

**An international student in F-1 status may not begin employment until he or she has received written work authorization for Curricular Practical Training (CPT).**

**Under international student immigration regulations, full-time is defined as 21 hours or more; part-time is defined as 20 hours or less.**