

F-1 CPT Verification Letter Template

*Curricular Practical Training (CPT) Employer Letter Template (For use with Curricular Practical Training) *Please note: Letter should be printed on letterhead that includes the employer's address and contact information¹.*

To Whom It May Concern:

This letter is written in support of the Curricular Practical Training application of (name of student) at (name of company).

We confirm the details of the student's training below²:

- Job title:
- Start date of employment³:
- End date of employment:
- Expected work hours per week:
- Employer address:
- Site Address (*where the student will be physically working, state "remote" if appropriate, or "same as above" if it is the same as the address above*):
- Description of job duties:

We therefore request that the student's application for Curricular Practical Training authorization be granted by East Tennessee State University's International Enrollment & Services office.

Sincerely,

(Ink, copy of ink, or certified digital signature)

(Name and Title of Employer)

(Name of Company)

¹ The purpose of this letter is to verify the student's employment details for their Curricular Practical Training authorization, which is an integral part of the student's academic program and is not a contract or an official offer of employment.

² **Training details must be included in the offer letter.**

³ The student cannot legally begin work in the U.S. until the request has been authorized by the IES office at ETSU. The IES office's processing time is up to ten business days.