



*integral part of an  
established curriculum \_\_\_\_\_ directly related to the  
student's major area of study*

\_\_\_\_\_

\_\_\_\_\_















*and*





*including*





# 1 Official offer letter

Sample CPT Offer Letter:

Company Name  
543 Pine Street  
San Jose, CA 95192

4/21/2014

Student Name  
Student Address

Dear Student,

Company X is pleased to offer you employment as a Software Engineer Intern. You will be based in our San Jose office, located at 543 Pine Street,

On letterhead

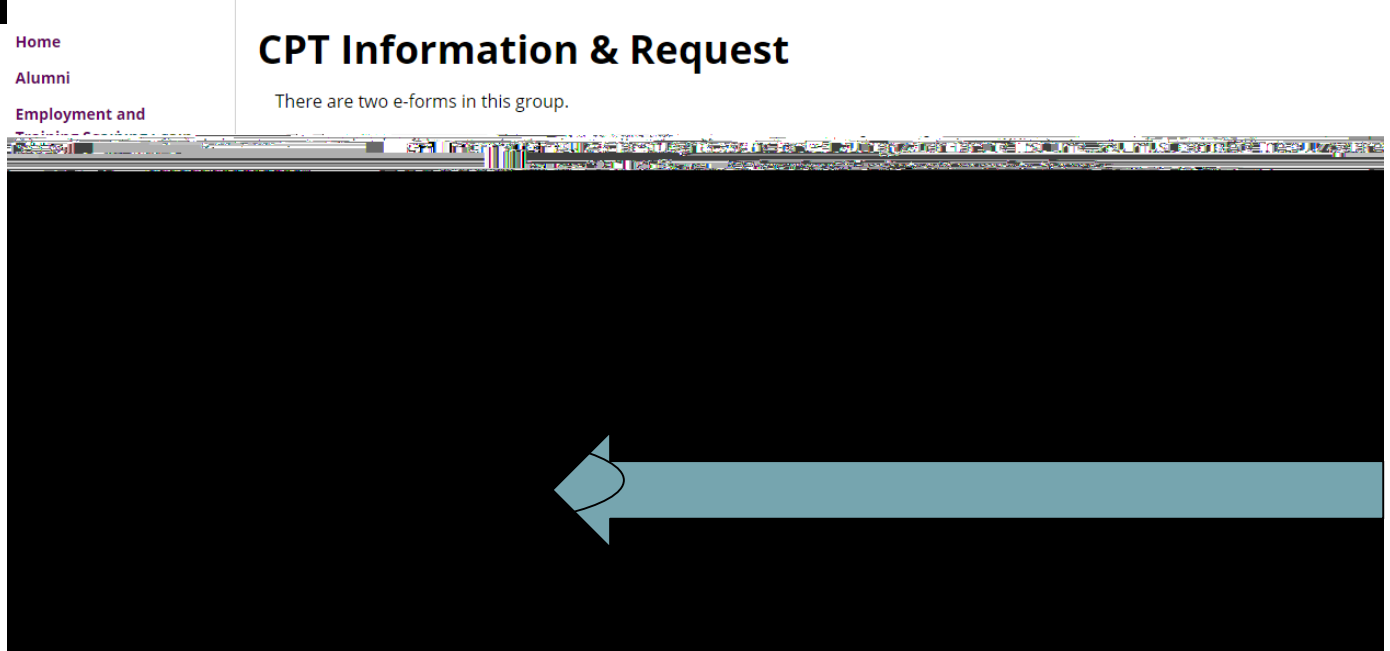
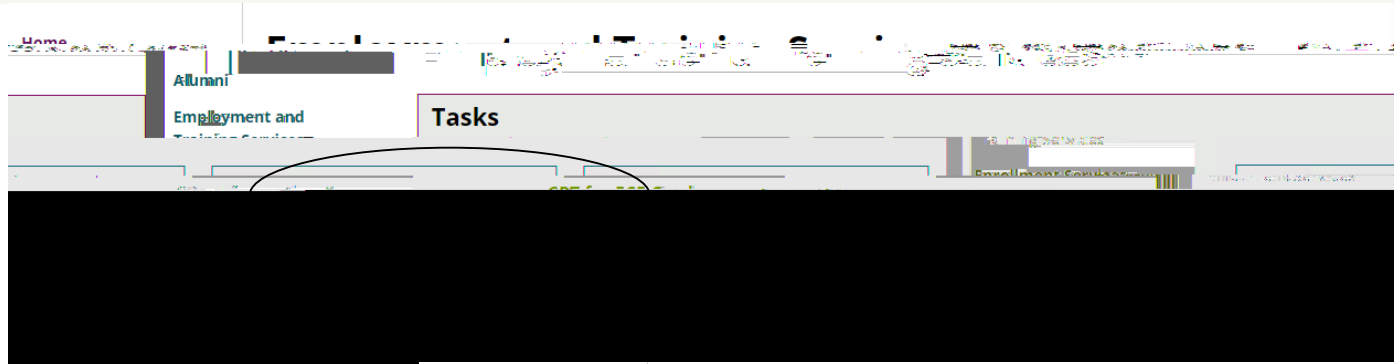
Position Title

Location



## 2. Register for Credit

# 3. CPT Quiz



Read all instructions carefully!

You must pass the quiz before you can access the CPT Authorization Request Form.





Enter your employment information.

Upload your job offer letter and by-arrangement form (if applicable).

Home  
Alumni  
Employment and Training Services

## CPT Authorization Request

MAIN PAGE FOR E-FORM GROUP

(\*) Information Required

Students: Use this form to request a Curricular Practical Training (CPT) work authorization. [I-20 and DS-2019 Services](#) [St](#)

[Sponsored Student](#)

University Scholarships [Uni](#)

Name of the organization of the employer that you are applying with (include address, phone, fax, email, website, and your CPT authorization)

PLEASE NOTE: If you are applying for a CPT authorization, you must also provide a letter from your employer. The letter should include the following information:

1. A statement of the nature of the work you will be performing.

2. A statement of the dates of the work.

3. A statement of the number of hours you will be working per week.

4. A statement of the dates of your enrollment in classes.

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Enter your Academic

in the form.



Make sure you have already met with and communicated your plans with your academic advisor **BEFORE** you submit this form!!!





























