

## Letter Template for Curricular Practical Training Offer

*Practical training offer letters must be signed originals on company letterhead. Faxes, scanned copies or e-mails will not be accepted.*

Date

Student's Name

Address

Dear Student:

**Name of organization** is pleased to offer you an educational internship/clerkship opportunity at our **job location** facility. Your schedule will be **number of hours** per week, beginning on **date** and ending on **date** (as per the date of your semester classes). For this position, you will be paid an **hourly** rate of **amount** (if student will not be paid, note this also).

For this position, your major duties will include **brief description of training responsibilities, and how it is directly related to the completion of thesis, project or field of study**. Your supervisor will be **name, supervisor's position, and his/her phone number**.

In addition, it is our understanding that you will be authorized to accept this employment or practical training experience under U.S. Citizenship & Immigration Services (USCIS) regulations governing non-immigrants. I certify that this position is not meant to be long-term employment for you but an internship/clerkship opportunity to be performed within the regular class dates of the semester. Furthermore, I understand that should we wish to pursue long term employment for you, there are viable options to easily achieve this such as Optional Practical Training and H-1B visas.

Sincerely,

[Signature]

**Company Official**