Dear Employer,

We extend our thanks to you for participating with your international student employee/intern in the University of Utah’s Curricular Practical Training (CPT) program.

The student you have hired has applied to set up the work experience as a CPT experience and will need your assistance with the internship requirements listed below.

1. The student must obtain a formal offer letter from your organization. The letter should be written on company letterhead and include the following information:
   - The student’s job title and formal job description
   - The number of hours per week the student will be working
   - The proposed time period of employment (from what date to what date)
   - The name, address, and phone number of the student’s immediate supervisor
   - Signed by a representative of the company

2. At the end of the semester, please complete the one-page Employer Evaluation form provided by your student and discuss your feedback with them.

In addition, it is our hope that you will continually communicate your expectations to your student. Introduce him/her to the “corporate culture” of your workplace, discussing any appropriate topics such as dress code, expected hours to be worked, organizational mission, management style, and career paths.

If you have any questions or concerns about the Curricular Practical Training (CPT), please don’t hesitate to contact the student’s departmental CPT liaison for more information.