

Dear Employer,

We want to thank you for participating in the University of Utah's Curricular Practical Training (CPT) program by offering an internship to one of our international students.

The student that you have hired has applied with International Student and Scholar Services to set up the work experience as a CPT internship. Please assist us 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 letter should be written on company letterhead
- The student's job title
- The student's formal job description
- The exact number of hours per week (not "part-time" or "full-time")
- The physical work location (office location and remote work address)
- Exact employment start and end date (from what date to what date; there must be both a start and end date)
- The name, address, and phone number of the student's immediate supervisor
- Signed by a representative of the company with physical signature in ink
***If a physical wet ink signature is not possible, a digital signature from the company representative may be submitted but must have time stamp.*

*If the original offer letter does not have all the required information above, you may submit an addendum addressing the missing information. They must either be on a letterhead signed by a representative or the company representative may email international@utah.edu with the information from their work email. There are no exceptions.

2. The student is required to formulate three learning objectives as part of their goals they hope to accomplish. Students are welcomed to collaborate with their employer in formulating these three projects and/or task-oriented goals. The objectives the student provides ISSS should be achievable and measurable, and should be approved by the student's supervisor.

3. Please make sure the student has received CPT authorization from International Student and Scholar Services prior to starting employment with you. This can be confirmed by requesting an I-20 from the student, and checking page 2 to confirm the authorized start and the end date. F-1 students may not work outside of the authorized CPT dates.

In addition, it is our hope that you will periodically communicate your expectations to your intern. Introduce them to the "corporate culture" of your workplace, discussing any



appropriate topics such as dress code, expected hours to be worked, organizational missions, management style, and career paths.

Again, thank you for your participation in the U'S Curricular Practical Training (CPT) program.

Sincerely,

International Student & Scholar Services
University of Utah

***Disclaimer:** International Student & Scholar Services (ISSS) provides support and information related to U.S. immigration laws and regulations related to F and J status at the University of Utah. ISSS staff are not attorneys and any information provided by ISSS should not be construed as legal advice. Individuals are welcome to consult a qualified immigration attorney for specific legal advice, particularly in complicated cases. For a list of local Utah attorneys please visit our website [here](#).*

***Employment:** ISSS reviews work related requests based upon the information provided to us by the student. If USCIS later determines that the student misused the work authorization, or otherwise did not follow the required rules and regulations, additional immigration benefits could be denied by USCIS.*



4th East Ocean Road Atlantic City, New Jersey 08401 • Phone (609) 348-7100

April 1, 2020

Odafin Tutuola
1235 University Village, SLC, UT 84108

Dear **Odafin**,

We are very pleased to offer you the position of Intern this summer with Dolp Tech. Please find the following confirmation of the specifics of your internship:

Job Title: Software Development Intern

Job Duties: Responsibilities will include developing and supporting applications using C#, JavaScript, HTML, CSS, ASP.Net, MS SQL with SQL Server databases and SSRS reporting services. You will work on our automated testing infrastructure and craft the tools that provide real-time monitoring of our service.

Start Date: May 13, 2019

End Date: August 18, 2019

Number of Work Hours Per Week: 40 hours per week

Reporting Supervisor: Amanda Rollins arollins@dolptech.com or 609-348-7100 # 105

Office Location: 28th East Bay Road Atlantic City, New Jersey 08403. The student will work remotely due to Covid-19. She will work from home at 1235 University Village, Salt Lake City, UT 84108.

Salary/Stipend: \$25.00 per hour

Should you have any questions regarding the specifics of your internship, please contact me by phone 609-348-7100 # 109 or by email obenson@dolptech.com.

Sincerely,

**If a physical wet ink signature is not possible, a digital signature from the company representative may be submitted but must have time stamp.*

Olivia Benson
Human Resources
Dolp Tech