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 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. The student is required to formulate three learning objectives as part of their goals they hope to accomplish. We urge students to collaborate with their employer in formulating these three projects and/or task-oriented goals. The objectives can be one sentence each, should be achievable and measurable, and should be approved by the student’s supervisor.

In addition, it is our hope that you will periodically communicate your expectations to your intern. Introduce him/her 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

International Student & Scholar Services
Olpin Union, Rm 410
200 S. Central Campus Dr.
Salt Lake City, UT 84112
(801) 581-8876

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.
Sample Offer Letter

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

April 1, 2019

Odafin Tutuola
1001 University Drive
Salt Lake City, UT 84102

Dear Odafin,

We are very pleased to offer you the position of Intern this summer with DolpTech. 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.

**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:** You will be working in our branch office at 28th East Bay Road Atlantic City, New Jersey 08403

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

Olivia Benson
Human Resources
Dolp Tech

Updated 05/27/2020 CAC