

Sample Academic Advisor's Letter for Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is defined as employment that is an integral part of an established curriculum, in the student's course of study. Types of CPT work authorization can be internship, cooperative education, or any other employment that is related to the student's degree program. Thus, CPT for F-1 students is intended to provide work experience in situations where the work serves as an integral part of a student's academic program, prior to completion of that program.

Please include the following information in your Recommendation Letter and print on Department letterhead stationery. Questions should be directed to International Affairs at 618-650-3785.

Date:

Office of International Affairs
Campus Box 1616, Edwardsville, IL 62026-1616

To: International Student Coordinator

This letter is written to recommend **(name of student)** for Curricular Practical Training work authorization. The student's SIUE ID is **(800- xx- xxxx)**. Mr. /Ms. **(Student's last name)** is enrolled as a full time **(Undergraduate/Graduate)** student in **(Major)** and expects to complete his/her **(degree level)** degree on **(mm/dd/yy)**. Mr. /Ms. **(Student's last name)** is applying for Curricular Practical Training authorization for employment for the **(Term Year)** in conjunction with completing the following courses shown by semester:

Spring 20xx

MBA 523 Negotiation and Interpersonal Skills for Managers	3 credit hours
ACCT 524 Accounting for MBAs	3 credit hours

Fall 20xx

PROD 529 Operations Management and Process Analysis	3 credit hours
MBA 534 Strategic Management	3 credit hours

This employment is **(highly recommended / required)** and is an integral part of the student's degree program.

I certify that the experiential learning coordinator, internship coordinator, or faculty advisor agrees with the student working in an off campus, major-related position, for either credit or transcript recognition, during the academic terms stated above in the letter.

Sincerely,

Professor/Academic Advisor's Name
Title