

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

Produce on Texas Tech letterhead stationery. Direct questions to an International Student Counselor, 742-3667.

To: Office of International Affairs
MS 5004

From: (Advisor, Professor, Cooperative Education)

Date:

Re: (Student's name and number)

Mr./Ms. () is enrolled as a full time (undergraduate/graduate) student in (Major) and expects to complete his/her (degree level) degree on (mm/dd/yy).

Ms./Mr. () is applying for Curricular Practical Training authorization for employment in conjunction with the following course. This employment is (highly recommended/required) and is an integral part of the student's degree program. The student's performance during the employment will count significantly towards the grade for the course, and the student will receive (how many) credit hours for successfully completing the course. The employment will be (full-time/part-time).

Description of work:

Course Name and Number:

Course Supervisor: (Name and Title)

Employer: (Name and address whether or not the student will receive wages)

Beginning Date:

Ending Date:

Goals of project:

Requirements: (Explain requirements for successful completion)

Revised: 7/2014