

SAMPLE ACADEMIC ADVISOR'S RECOMMENDATION LETTER
for CURRICULAR PRACTICAL TRAINING
Off-Campus Employment Authorization for F-1 STUDENTS

Curricular Practical Training (CPT) is a type of off-campus employment authorization that enables F-1 students to take part in an internship, Co-op, field placement, practicum, or work / service experience that is integral to the curriculum.

NOTE: The U.S. Citizenship & Immigration Service (USCIS) defines employment as any type of service for which a benefit, including academic credit, is received. Therefore, even if a student will not be getting paid, s/he should obtain CPT authorization before commencing an internship, Co-Op, practicum or field placement.

Please include the following information in your Recommendation Letter and print it on departmental letterhead:

(Date)

International Student & Scholar Services
210 Talbert Hall
University at Buffalo
Buffalo, NY 14260-1604

To ISSS:

This letter is written to recommend (***name of student***) for Curricular Practical Training work authorization. The student's UB person number is (##### - #####).

The proposed CPT is necessary for (*student*) to participate in a (***practicum, internship, field placement, practicum, Co-Op or service experience***) that is integral to the established curriculum of the (***degree program and major***).

Please describe here how the proposed work experience is integral to the curriculum.

The student will be registered for (***course name and course number / section***) during the (***semester***) for this work experience, and will earn (***# of credits***).

The employer is (***name of employer***). The student will be working at (***employer's address, including street, city, state and zip code***).

The dates of employment will be from (***beginning date***) to (***ending date***). The student is expected to work (***# of hours***) per week during this time.

The student will be evaluated by (***e.g. written reports, journal, site visits, etc.***).

If further information is required, I can be reached at (***phone number***) or (***e-mail address***).

Sincerely,

Professor / Academic Advisor's Name
Title

