Letter Template for Curricular Practical Training Offer

Practical training offer letters must be signed originals on company letterhead. Faxes, scanned copies or e-mails will not be accepted.

Date

Student’s Name
Address

Dear Student:

Name of organization is pleased to offer you an educational internship/clerkship opportunity at our job location facility. Your schedule will be number of hours per week, beginning on date and ending on date (as per the date of your semester classes). For this position, you will be paid an hourly rate of amount (if student will not be paid, note this also).

For this position, your major duties will include brief description of training responsibilities, and how it is directly related to the completion of thesis, project or field of study. Your supervisor will be name, supervisor’s position, and his/her phone number.

In addition, it is our understanding that you will be authorized to accept this employment or practical training experience under U.S. Citizenship & Immigration Services (USCIS) regulations governing non-immigrants. I certify that this position is not meant to be long-term employment for you but an internship/clerkship opportunity to be performed within the regular class dates of the semester. Furthermore, I understand that should we wish to pursue long term employment for you, there are viable options to easily achieve this such as Optional Practical Training and H-1B visas.

Sincerely,

[Signature]

Company Official