

**Sample Employer Letter for Curricular Practical Training  
Printed on Company Letterhead & Signed**

Date

Mrs. Jessa Karki  
Director, Office of International Student Services  
Champlain College  
163 South Willard St  
PO Box 670  
Burlington, VT 05402-0670

RE: Internship for (Name of student)

Dear Mrs. Karki:

The above named student has been offered an intern position with (your company name). Job duties include (briefly describe duties). (Name of student) is expected to intern (# of hours) per week. This internship will begin on (date) and end on (date). The address of the location where the student will be working is (provide address).

If any additional information is required, please contact me at...

Sincerely yours,

Name of Company Representative  
Contact Information

.....  
Note to employers:

- An international student in F-1 status may not begin an internship until he or she has received written work authorization for Curricular Practical Training, which would appear on the second page of the student's Form I-20.
- F-1 students are given the authority to participate in off-campus internships, referred to as *practical training*, either paid or unpaid, by: 8 C.F.R. § 214.2(f)(10).
- F-1 students are limited to 20 hours or less per week for off-campus internships while school is in session.
- For additional information on employment eligibility for international students in F-1 status, please contact Jessa Karki, Director, Office of International Student Services at [jkarki@champlain.edu](mailto:jkarki@champlain.edu).