



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

To be printed on Department letterhead stationery.

Questions should be directed to GEC at x 6700.

To: Isabella Cannon Global Education Center
2375 Campus Box

From: (Academic Advisor, Professor or Career Counselor name)

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 in conjunction with the following course. This internship is (highly recommended/required) and is an integral part of the student's degree program. The student's performance during the practical training will count significantly towards the grade for the course, and the student will receive (how many) semester hours for successfully completing the course. The curricular practical training will be (full-time/part-time).

Description of work:

Course Name and Number:

Course Supervisor: (Name and Title)

Internship Provider: (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: 04/2019