

REQUIRED FORMAT FOR THE OFFER LETTER

Delete this box and print the letter on company letterhead.

[Company name and address]

[Insert today's date]

To Whom It May Concern:

This letter confirms that the following student has been accepted for employment with our company as an intern. The internship is part of the required internship / practicum component of the student's degree program at Nobel University (required course: _____).

Employment details

- Student Name: _____
- Company Name: _____
- Supervisor's Name: _____
- Supervisor's Email Address: _____
- Work Address: _____
- Work Site Address (if different): _____
- Employer's Telephone: _____
- Employer's Fax (if applicable): _____
- Employer Identification Number (EIN): _____

Employment period

- Start Date: _____ End Date: _____

See the next page for help setting these dates.

Position details

- Position Title: _____
- Description of Duties: _____

Compensation and work hours

- Total Working Hours per Week: _____
- Hourly Wage (if unpaid, specify "Unpaid"): _____

We confirm that this position is directly related to the student's field of study and academic program, and that it will provide practical training that complements the theoretical knowledge obtained at Nobel University. The work site is within 65 miles of Nobel University.

Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Employer Representative's Name]

[Employer Representative's Title]

How to Determine Your Internship / CPT Start and End Dates

Example program dates

Suppose your program start date is 8/26/2024 and your program end date is 4/26/2026. Here is how to set your internship / CPT dates for the second semester:

1. Internship start date

The start date can be the first day of the semester or any date within 30 days after the semester begins. Example: if the semester starts 1/6/2025, you may choose any start date from 1/6/2025 to 2/5/2025.

2. Internship end date

The end date may range from a minimum of 4 weeks after the start date to a maximum of 11 months after the start date. Example: if your internship starts 1/6/2025, the earliest end date is 2/3/2025 (4 weeks later) and the latest is 12/6/2025 (11 months later). For F-1 students, the end date must not be later than your program completion date.

3. Renewal

CPT can be renewed in additional periods of up to 11 months. However, if your program end date falls within the renewal period, the renewal will extend only to your program end date.

IMPORTANT NOTES FOR F-1 STUDENTS

- **OPT impact** — twelve (12) months or more of full-time CPT, at this school or any school counted cumulatively, eliminates your eligibility for Optional Practical Training (OPT). If you intend to apply for OPT, do not accumulate 12 months of full-time CPT.
- **Prior CPT counts** — CPT at a previous institution is added to your total. Calculate your cumulative full-time CPT carefully; an error may affect a future OPT application.
- **Renewing CPT** — when renewing, you must submit the same set of internship / CPT documents.
- **Minimum duration** — the minimum internship / CPT duration is 4 weeks. Coordinate the end date with your employer.
- **Authorization first** — for F-1 students, you may not begin work until the International Student Advisor (DSO) has entered CPT in SEVIS and issued a new I-20. Work performed before then is unauthorized employment.