

# Knowledge Systems Institute

Graduate School of Computer and Information Sciences

3420 Main Street, Skokie, IL 60076 | 847-679-3135 (o) | 847-679-3166(f) | [office@ksi.edu](mailto:office@ksi.edu)

## SAMPLE OFFER LETTER – CURRICULAR PRACTICAL TRAINING PLEASE USE COMPANY LETTERHEAD

Date:

Administrative Office  
Knowledge Systems Institute Graduate School  
3420 Main Street  
Skokie, IL 60076

Dear PDSO/DSO,

This is to confirm that **(enter company name)** is offering **(enter student name)** employment in a **(enter Semester 20XX)** internship assignment as **(enter Title of Position)** starting xx/xx/20xx (current **Semester Registration date**) and ending on xx/xx/20xx (**Next Semester Registration date**). This employment will serve as Curricular Practical Training (CPT) associated with your academic program at Knowledge Systems Institute Graduate School.

The location of your training will be **(enter Exact Physical Employment Address [Illinois only])**. Your Co-Op Manager/Supervisor will be **(enter Supervisor's name)**. The **Supervisor contact details** are the following: (enter Telephone Number, Email Address).

You will be expected to work **(enter hours)** per week and will receive **\$(enter amount)** per hour/salary [specify if salary or per hour].

**Your responsibilities will include: (enter Detailed Job Description – bullet format can be used)**

**The company will also be providing an evaluation of the student's progress no later than two weeks of the Semester end date.**

**OPTIONAL:** You may require any other information required by your organization such as Orientation Dates, Non-disclosure agreements, or any other requirements prior to work, such as Drug Testing.

Sincerely,

Name of Responsible Individual  
Title  
Email if not listed above

**A Copy can be Submitted** to the Administrative Office via email ([office@ksi.edu](mailto:office@ksi.edu)) for approval. **Once approved, the original letter must be mailed to the Office.** Scanned Copies and E-signatures are not deemed valid. Original, Ink signatures are required. **CPT Processing takes 3-4 business days.** Students must submit their employment documents with that deadline in mind.

Be aware that the **student may not begin working until s/he has received an I-20** with the CPT Authorization on Page 3.

**Failure to abide by USCIS CPT Regulations** will lead to the student's CPT being canceled and, if required, loss of F-1 Status.