

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

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 Start Date**) and ending on xx/xx/20xx (current **Semester End 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) 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.

*Before the end of the semester, KSI's Administrative Office will reach out to your employer with a reminder and sample of this requirement.