

# 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 – OPTICAL 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 Optical Practical Training as a **(enter Title of Position)**. His or her employment position began on **(enter exact date)**.

Your Co-Op Manager/Supervisor will be **(enter Supervisor's name)**. The Supervisor contact details are the following: **(enter Supervisor Telephone Number, Email Address)**

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

**(Enter Company name)** is registered and in good standing with the U.S. Citizenship and Immigration Services' E-Verify employment verification program. Our E-Verify number is **(enter E-verify number)**.

Within 48 hours **(enter company/organization name)** will report to Knowledge Systems Institute Graduate School at [office@ksi.edu](mailto:office@ksi.edu) if the student's employment ends prior to the end of the student's authorized OPT employment period.

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

**OPTIONAL:** You may require any other information required by your organization such as Orientation Dates, Benefits, 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. It must be submitted by the Student

**OPT Processing takes 3-4 business days.** Students must submit their employment documents with that deadline in mind.

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

