

**Sample Employer Letter for Curricular Practical Training
Printed on Company Letterhead**

Date

International Student Advisor
Brookdale Community College
765 Newman Springs Road
Lincroft, NJ 07738

Dear Sir/Madam:

RE: Name of student

The above-named student has been offered temporary employment as (job title - i.e. intern). Job duties include (briefly describe duties). (Name of student) is expected to work (# of hours) per week. This employment will begin on (date) and end on (date). The address of the location where the student will be working is (provide address).

Should additional information be required, please contact me at.....

Sincerely yours,

cc: Career Center

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Note to employers:

- An international student in F-1 status may not begin employment until he or she has received written work authorization for Curricular Practical Training.
- Under international student immigration regulations, full-time is defined as 21 hours or more; part-time is defined as 20 hours or less.
- For additional information on employment eligibility for international students in F-1 status, please contact the Brookdale International Education Center at 732-224-2799 or international@brookdalecc.edu.