

# Curricular Practical Training (CPT) Advisor's Sample Letter

Date: \_\_\_\_\_

Inessa Stepanenko  
International Student Advisor  
Trinity University  
International Programs Office, Box 100  
Fax: 210-999-7305

This is to recommend that \_\_\_\_\_,  
(name of student)  
\_\_\_\_\_ be granted permission to pursue Curricular Practical  
(social security #)  
Training (CPT) that will apply toward his/her \_\_\_\_\_ Degree in \_\_\_\_\_.

This internship in the area of \_\_\_\_\_ will be performed at  
(job description may be attached)  
\_\_\_\_\_ and will count as credit towards \_\_\_\_\_.  
(location) (course credit)

The internship will commence on \_\_\_\_\_ and end on \_\_\_\_\_.  
(internship start date) (internship end date)

A final report detailing progress and accomplishments will be submitted to \_\_\_\_\_  
\_\_\_\_\_, the academic advisor and/or supervising instructor. Work  
(name of instructor)

During the above mentioned dates will be on a \_\_\_\_\_-time basis of \_\_\_\_\_ hours per  
(full/part)  
week.

Sincerely,

/Signature/

Name: \_\_\_\_\_  
Advisor / Professor

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_