

Sample Letter from Major Professor

A letter for CPT authorization is required for graduate students who have completed all required coursework for their program and are enrolled in thesis/dissertation/research hours only.

The letter must be printed on departmental letterhead and the original version with original signatures must be submitted to Office of International Affairs with the student's CPT application.

Date:

Dear Director,
I am writing to you on behalf of my student, (student's name), who is currently engaged in (CPT). He/She has completed all required coursework for their degree program and is currently enrolled in thesis/dissertation research hours only. The duties for Mr./Ms. (student's name)'s internship/temporary position for which they are requesting CPT are (list duties).

The work the student will be doing at this position is integral to the completion of his/her thesis/dissertation because (describe how duties relate to thesis/dissertation and why it is integral).

As the student's major professor, I have set forth the nature and details of how the request for CPT is an integral part of this student's research. With this letter I recommend that you authorize this student to participate in Curricular Practical Training (CPT) for the (semester and year) semester.

Sincerely,

(Signature of Major Professor)

(Name and title of the Major Professor)