

CPT Sample Letter for Employer

Medical Tech, Inc.
1234 University Avenue
Lubbock, TX 79409
(Tel) 806-123-4567 (Fax) 806-987-6543

Date: MM/DD/YY

To: Texas Tech University Health Science Immigration Compliance & Services Office

The Medical Tech, Inc. would like to offer (student's name here) an internship position. Below is the information you requested about the position and our company:

Company Name: Medical Tech, Inc.

Physical location of student's job: 1234 University Avenue, Lubbock, TX 79409

Number of hours worked per week: 40

Official offer beginning and ending dates: May 5, 2025– August 20, 2025

Title: Nurse Tech

Duties: Under the direction and supervision of a licensed nurse, student will safely and properly deliver age and specialty-appropriate nursing care to assigned patients.

Should you need further information, please do not hesitate to contact me directly.

Sincerely,

John Smith
Hiring Manager
Medical Tech, Inc.

CPT Sample Letter for Academic Advisor

***Prepare the letter on TTUHSC departmental letterhead. Direct questions to an Immigration Compliance and Services (806) 743-1749.**

To: TTUHSC Immigration Compliance & Services office

From: Advisor, Professor, Cooperative Education

Date: MM/DD/YY

Re: Student's name and R number

Mr./Ms. () is enrolled as a full time (undergraduate/graduate) student in (Major) and expects to complete his/her (degree level) degree on (mm/dd/yy).

Ms./Mr. () is applying for Curricular Practical Training authorization for employment in conjunction with the following course. This employment is (highly recommended/required) and is an integral part of the student's degree program. The student's performance during the employment will count significantly towards the grade for the course, and the student will receive (how many) credit hours for successfully completing the course. The employment will be (part-time/full-time).

***Part-time: Up to 20 hours per week / Full-time: More than 20 hours per week.**

***Below information also must be explicitly indicated in the letter.**

Description of work:

Course Name and Number:

Course Supervisor: (Name and Title)

Employer: (Name and address whether or not the student will receive wages)

Employment Beginning Date:

Employment Ending Date:

Goals of project:

Requirements: (Explain requirements for successful completion)