

**EMPLOYER'S SAMPLE LETTER REGARDING  
CURRICULAR PRACTICAL TRAINING  
FOR INTERNATIONAL STUDENTS**

COMPANY LETTER HEAD  
**Return Address**

**Date**

**Dear (student):**

This is to confirm that (**company name**) is offering you employment as (**job title**) for (**number of**) months starting (**date**). The employment ending date will be (\_\_\_\_). This employment will serve as "curricular training" and supplement your degree in (\_\_\_\_). It is our understanding that this internship is an integral part of your academic program. As such, this company agrees to provide the necessary information and documentation to the University of Nebraska at Kearney in order to help evaluate your experience as regards your academic progress.

The goals and objective of your training with us will be (\_\_\_\_). Specifically, you will be involved in (\_\_\_\_, etc).

The location of your experience will be (**current address of employer**).

Your direct supervisor will be Mr./Mrs., Name and Title. His/her address and telephone number appear (**above on the letterhead or list appropriate information**).

We recognize that under federal law you must be authorized to work either part-time or full time (over 20 hours). During an academic semester, if you're attending classes in addition to your internship, you may not work more than 20 hours per week. If you are enrolled for internship hours only, you may work full-time. Thus, we are offering you (\_\_\_\_) employment (part-time or full-time).

On behalf of the company, I welcome you to (**name of the company**).

Sincerely,

Name, title.

Cc: International Student Services