

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 hours only. The letter must be printed on departmental letterhead and the original version with original signatures must be submitted to the ISO with the student's CPT application

Date:

Dear Coordinator of Orientation and Employment:

Mr./Ms. ***(student's name)***, wishes to engage in full-time/part-time Curricular Practical Training (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)