



Dear Prospective Employer:

Thank you for providing the job/internship opportunity to our international student on an F-1 student visa.

According to immigration regulation 8 CFR 214.2 (f)(10), an international student on an F-1 visa may only engage in temporary employment through authorized Curricular Practical Training (CPT) to gain working experience in his or her field of study. Curricular Practical Training must be an integral part of an established curriculum, and is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Eligible students can be either paid or unpaid through CPT. **The student MUST obtain work authorization on his/her Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status and present a photo copy to the employer BEFORE he/she can legally start working.** A violation of this regulation will result in the student's loss of legal status in the U.S. and subject him/her to deportation.

CPT approval is authorized by a designated school official – in the case of Manhattan College, an officer in the office of International Student and Scholar Services. Curricular Practical Training authorization is noted, with inclusive dates of authorization, on page 2 of the student's I-20. The endorsement will list full time or part time CPT, its start and end dates, the employer's name and address, and comments explaining how the practical training is part of the academic program of the student.

In order to issue the CPT authorization, Manhattan College must decide if the job you are offering the student named on the attached form qualifies for CPT in our curriculum. Please kindly complete this form and attach a job offer letter on your company letterhead. If you have any questions, please contact the Office of International Student and Scholar Services by phone at (718) 862-7213 or by email at debra.damico@manhattan.edu.

Thank you,

Debra Damico
Director of International Student and Scholar Services

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