Dear International Student: To apply for permission to engage in a paid internship (CPT), you must (1) take this sample letter to your company and ask your supervisor to write the letter on company letterhead; (2) submit the letter back to UCLA Extension’s ISO to have the new I-20 processed with U.S. immigration prior to starting your internship; (3) enroll in the internship course with your academic department.

SAMPLE LETTER
*Letter must be on company letterhead*

Date / Month / Year

International Student Office
UCLA Extension
10995 Le Conte Ave., Rm. 118
Los Angeles, CA 90024

RE: Part/Full-time Paid Internship for Mr./Ms. ____________________________

Dear ISO Advisor,

Mr./Ms. ____________________________ is currently enrolled full-time in the ______________ Certificate Program at UCLA Extension. S/he is seeking an opportunity to obtain needed experience in his/her field of study through the internship programs offered through UCLA Extension.

Mr./Ms. ____________________________’s proposed internship is an integral part of his/her academic program. S/he will receive ___ units of academic credit for this course. We understand that Mr./Ms. __________, as an F1 visa student, will receive authorization from the International Student Office to engage in the internship offered at our company, ______________, on a paid, part-time / full-time basis for ___ hours per week for ___ weeks, from (month/date/year) until (month/date/year).

Sincerely,

Supervisor’s signature
Supervisor’s name
Company name
Address
Phone
Fax
Email