



International Student Services
(803)754-4100, extension 3236
Student Center, Student Life Office

Curricular Practical Training Guide for Employers

Curricular Practical Training (CPT) is employment which is an integral part of an established curriculum. CPT is available to F-1 students who have been lawfully enrolled on a full time basis for at least nine consecutive months.

Sponsoring employers, agencies, or other institutions may offer employment or training to Columbia International University F-1 students who are participating CPT.

The employer must provide the international student hire a written offer letter on official letterhead. The following information must be included in the letter:

1. Employer Name
2. Employer Address - and location where student will work, if different from employer address
3. Employment start and end dates (should correspond with the CIU academic calendar)
4. Number of hours expected to work per week (full time or part time)
5. Position Title
6. Position Description
7. Statement of how the position is relevant to the student's major area of study
8. Name of Immediate Supervisor (if known)