

## Job Offer: Requirements for Employer Letter

The original job offer letter, as described below, is required from the employer for which you will be requesting Curricular Practical Training (CPT) authorization. We cannot process your CPT until we have received all of the required documentation, including your application and original offer letter.

Student requirements are further outlined in the CPT Checklist and Application forms.

### Original job offer letter:

-Must be printed on official company letterhead

-Must show original signature of employer

-Must be an original document with physical signature in ink OR Employer must email electronic copy of letter directly to [isoemp@lsu.edu](mailto:isoemp@lsu.edu) No faxes or email attachments can be accepted if they do not come directly to IS from the employer. If

### -Must contain:

- a) Company name as official listed on business documents or in E-Verify
- b) Specific beginning and ending dates of job offer (within range specified below)
- c) Complete physical address of employment location where student will work
- d) Number of hours student will work each week
- e) Student's job title
- f) Description of job duties

The start date of the job offer must be between the dates listed on the CPT Application. Please provide these dates to your employer.

For any students graduating at the end of the semester: your CPT must end on the graduation date for that semester; the end date on your job offer letter must not be dated any earlier or later than the graduation date. CPT applications for candidates for the current semester graduation will not be processed if the end date on the offer letter is not the graduation date. See your CPT application for the specific date.

The student must work during the entire period of CPT authorization, as determined by the job offer start and end dates.

If the standard job offer letter issued by your employer does not have the required information listed above, we will require a separate letter with the necessary information, on original company letterhead with an original signature from the employer. [See Sample Job Letter.](#)

If the employer has any questions regarding any of the required documentation, please have them contact the Student Employment Coordinator by phone at (225) 578-3191 or via email at [isoemp@lsu.edu](mailto:isoemp@lsu.edu).