Curricular Practical Training (CPT) Offer Letter Requirements

You will need to upload your internship/training offer letter to your CPT Request Form through your MyISSS portal. Your offer letter must:

- Be on letterhead and addressed to you (the student)
- Be signed by the employer and dated
  - Electronic signatures using software programs or applications or electronically reproduced copies of a signature are accepted
    - This means a graphic image of a signature placed on a document using secure software that verifies the identity of the user on the other end (e.g. DocuSign)
- The electronic signature must be uniquely entitled to the signatory
- List the number of hours you will work per week
- Specify your internship start date
  - The CPT start date indicated in your offer letter should be at least 10 business days from the day you submit your CPT Request in the MyISSS portal to allow time for your academic advisor/graduate program administrator to sign the e-form and for ISSS to process the request
- Describe the nature of the practical training opportunity (internship duties and expectations)
  - If offer letter does not include a description of the internship duties, then, you must also upload an internship description

Failure to submit an offer letter and internship description, if applicable, that meets the above criteria will delay your CPT authorization.