

## Sample Job Offer Letter for Curricular Practical Training (CPT) and Social Security Number (SSN) Application

International students in F-1 status are allowed to be employed in the United States under Curricular Practical Training (CPT) as long as the employment is an integral part of an established curriculum. In order to apply for a Social Security Number (SSN) with the Social Security Administration (SSA), you must present a valid offer letter. An offer letter for a job in your major field of study to apply for CPT and an SSN must include **all** of the following components below:

1. **Letterhead:** A printed heading on stationary that may include company's logo, name, and address
2. **Employer Name:** Official Name/Legal Entity
3. **Employer Address:** If your work is remote, ensure the company's headquarters is listed
4. **Description of Employment:** May include Job Title and Job Duties
5. **Employment Identification Number (EIN)**
6. **Supervisor Info** (Name, Title, and Phone Number)
7. **Number of Hours:** Part-Time or Full-Time
8. **Start Date of Employment:** Visit [cpt.ucsd.edu](http://cpt.ucsd.edu) for more information on start dates
9. **Compensation:** Salary or confirmation of compensation
10. **Employer Signature with Signatory's Name and Title:** Only wet signatures accepted

### Sample Letter:



***[\*Letter must be issued on Company Letterhead]***

**[Company Name]**  
**[1235 Company Address]**  
**[San Diego City, CA, 91111]**  
**[Tel: 000-000-0000]**

**[Date of Offer]**

Dear **[Student Name]**,

We at **[Employer Name]**, **[Company EIN #]** are thrilled to offer you a role as a **[Position/Title]**. In this role you will report to **[Supervisor Name, Title]**. Your supervisor can be reached at **[Phone Number]**. The job duties include but are not limited to **[Description of Job Title and Duties]**. Starting on **[Start Date of Employment]** you will be expected to work **[Number of Hours per Week]**. You will be compensated **[Salary]** for this role.

Sincerely,

**[Employer Signature, Digital Signature Accepted]**

**[Signatory's Name]**

**[Signatory's Title]**