

Sample Letter from Major Professor

A letter for CPT authorization is required for graduate students who have completed all required coursework for their program and are enrolled in thesis/dissertation/research hours only. The letter must be printed on departmental letterhead and the original version with original signatures must be submitted to International Services with the student's CPT application.

Date:

Dear Coordinator of Orientation and Employment:

Mr./Ms. (***student's name***), wishes to engage in full-time/part-time Curricular Practical Training (CPT). He/She has completed all required coursework for their degree program and is currently enrolled in thesis/dissertation research hours only.

He/She is projected to complete their degree requirements on the following dates:

General Exam (and results if already occurred, if applicable): (date)

Date of Defense (and results if already occurred, if applicable): (date)

Date of Submission of final documents to Grad School: (date)
(This includes the final project/thesis/dissertation with all changes)

Any other requirements specific to their degree/program: (date)

Actual graduation date or completion date: (date)
(If they will register as "Degree-Only", please use date from LSU calendar)

The duties for Mr./Ms. (***student's name***)'s internship/temporary position for which they are requesting CPT are (***list duties***). The work the student will be doing at this position is integral to the completion of his/her thesis/dissertation because (***describe how duties relate to thesis/dissertation and why it is integral***).

As the student's major professor, I have set forth the nature and details of how the request for CPT is an integral part of this student's research. With this letter I recommend that you authorize this student to participate in Curricular Practical Training (CPT) for the (***semester and year***) semester. *By signing below, I certify that all information on this letter and on the CPT application is true and correct.*

Sincerely,

(Signature of Major Professor)

(Name and title of the Major Professor)

(Contact Information for Major Professor)