UNIVERSITY OF WISCONSIN OSHKOSH

Dear Employer,

Thank you for your interest in employing a University of Wisconsin Oshkosh international student. As you are probably aware, international students in the U.S. must receive authorization for any employment outside the campus. Our office is responsible for authorizing the international student's 'Curricular Practical Training' (CPT for F-1 students) employment in accordance with U.S. Department of Homeland Security Immigration and Customs Enforcement regulations. In order to process the employment authorization in a timely manner, we kindly ask that the employer submit an employment letter to the UWO International Office which includes the following information:

An Original letter from employer on company letterhead indicating:

- Student's name o Job title
- Dates of employment (beginning and ending dates, mm/dd/yyyy to mm/dd/yyyy) (we cannot authorize the employment without both a start and an end date!)
- Number of hours of work per week;
- Place of employment (full address)
- Name of supervisor
- Description of job responsibilities (must be directly related to major)

It is important that this letter also indicate that the intended job responsibilities are commensurate with the student's academic level.

A hard copy of the employment letter should be sent directly to the UWO International Office. Please feel free to send a preliminary email of the letter to expedite processing of the employment authorization.

If approved, the CPT employment authorization and dates of validity will be indicated on page three of the student's '**I-20' form. Proof of employment authorization consists of a properly endorsed I-20 form, a social security card, a valid passport, and an 'I-94' that is endorsed 'D/S' (this indicates that the student is admitted for the Duration of Status of his/her studies).**

Please do not hesitate to contact us at iss@uwosh.edu if you require any additional information.

150 1871-2021 YEARS

**OFFICE OF INTERNATIONAL EDUCAITON**
800 Algoma Blvd. | Oshkosh, WI 54901 | USA
PHONE +1 (920) 424-0775 | WEB uwosh.edu/oie | EMAIL oie@uwosh.edu