



Office of International Education
800 Algoma Blvd
Oshkosh, WI 54901
USA
Tel: +1 (920) 424-0775
oie@uwosh.edu
uwosh.edu/oie

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
- 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.