*Please print of department letterhead*

**RECOMMENDATION LETTER FOR CURRICULAR PRACTICAL TRAINING (CPT)**

To: Maria Kopnitsky, International Enrollment Manager

From: Advisor’s Name, Title

Re: Recommendation for Curricular Practical Training for name of student

Date: Today’s date

This letter is written to confirm that the above named student is a full-time undergraduate/graduate student in good standing in the department of program of study at the State University of New York at Oswego. S/he is expected to complete all requirements for Master’s/Bachelor’s degree on month/ day/ year.

It is an integral part of this degree program that this student engage in an internship/ a co-op. I have met with this student to discuss her/his plan to participate in this practical training experience and reviewed the academic requirements of this student’s degree program and believe that this experience is both beneficial and **integral to the student’s program of study.**

The details of the curricular practical training experience are as follows:

* Beginning and ending dates of experience
* Number of hours per week student will be engaged in work experience
* Employer’s name
* Employer’s physical address
* Course number, number of credits to be received, faculty member supervising internship course, and semester of registration for this supervised work experience

I recommend that name of student participate in this Curricular Practical Training experience and **verify that it is an integral part of her/his curriculum**.

Advisor’s Signature