**Sample letter for CPT Approval/Grad**

**Please print on Department Letterhead**

Date:

Daniel Pirbudagov

Executive Director of International Education

University of Massachusetts Dartmouth

285 Old Westport Road

North Dartmouth, MA 02747

Dear Mr. Pirbudagov:

(Name of Student) has registered for (course number and name of course) for (number of credits) for the (Summer/Fall/Winter/Spring) semester (year). The student is in good academic standing at the University. (He/She) has permission from the Graduate Program in the (name of program) to consider this course as Curricular Practical Training. The anticipated completion date for this student in the (Degree in?) is (graduation date).

This training opportunity is considered an integral part of the student’s academic program in (name of program) and the credits earned in this course will be used for the degree audit. The student will be required to present an academic paper to document the subject matter learned. The student requires this course in order to meet the required number of credits in the degree program. The student has permission to work at this training program for (number of hours-40 during summer and 20 during fall and spring) hours per week during the (summer, spring, fall) semester.

Sincerely,

Signature of Graduate Program Director

Name of Graduate Program Director

Office Address

University Phone Number Email Address

Signature of Faculty responsible for course credit

Signature of Associate Provost for Graduate Studies, Dr. Tesfay Meressi