**Sample letter for CPT Approval/Undergrad**

**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/Spring) semester (year). (He/She) has permission from the undergraduate Department of (name of Department) the College of (name of College to consider this course as Curricular Practical Training.

This training opportunity is considered an integral part of the student’s academic program in (name of program) and the credits for this course will be included in the degree audit for graduation certification. 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 winter and 20 during fall and spring) hours per week during the (winter, summer, spring or, fall) semester.

The anticipated completion date for this student in the (Degree in?) is (graduation date).

Sincerely,

Signature of Department Chairperson

Name of Department Chairperson

Office Address

University Phone Number Email Address

Signature of Faculty responsible for course credit

Signature of the Dean of College of (Name of College)