

SAMPLE PRACTICAL TRAINING LETTER

(When you have completed the letter, please send by email to rpamula@calstatela.edu and ttrejo@calstatela.edu . We will then print out on our letterhead stationery for you to pick up)

May 28th, 2007

District Director
US Citizenship and Immigration Services
300 North Los Angeles Street
Los Angeles, CA 90012

RE: Curricular Practical Training for (LAST/FIRST NAME OF STUDENT)

Dear Sir or Madam:

(FIRST & LAST NAME OF STUDENT) is currently enrolled full-time in the Computer Science program at CSULA. She/He has completed advanced course work in (LIST GRADUATE COURSES TAKEN). His/Her major field of concentration is (LIST YOUR CONCENTRATION).

(FIRST & LAST NAME OF STUDENT) is seeking practical experience in his/her specialized field of study through our internship program. His/Her duties consist of : (describe duties) with (Name and Address of Company) on a part time basis, from (beginning and end dates).

This course CS 398 Cooperative Education is available to the student for purposes such as this. He/She will receive (# of units) units of credit for this course in (indicate quarter) .

Sincerely,

Dr. Raj Pamula, Chair
Computer Science Department