

## Curricular Practical Training (CPT) Certification Sample Letter from Faculty Supervisor

Use this sample letter as a guide for including all required information for CPT certification.

### Faculty Supervisor Letterhead

Name  
Street address  
City, State, zip

[Date]

International Students and Scholars Office  
Columbia University  
524 Riverdale Drive, New York, NY 10027

Dear ISSO Advisor,

This letter is to confirm that I have agreed to be the supervisor of [Name of Student] in their Curricular Practical Training (CPT) program. They will be employed for a least six (6) weeks as a full-time summer associate within the [e.g., Corporate Group] of [Name of Law Firm] in [location] and will write a scholarly paper on a topic approved by me that is related to legal issues encountered in their employment. The paper that I will supervise will be registered in the fall term as L6683-Section 3, **Supervised Essay on Legal Practice**, for one (1) academic point.

The student has been informed that the paper must be submitted to me by no later than October 15, and I will record their grade by November 15. (Note: Grading for L6683-Section 3 is on a Pass/Low Pass/No Credit basis). This work is considered part of [Name of Student]'s legal education, and the academic point for their essay will count toward the [83/84] credits required for the Columbia Juris Doctor (JD) degree. They are expected to receive the JD degree in May 20[20/21].

Sincerely,

[Name of Faculty Supervisor]  
[Title]