



Office for International Students and Scholars (OISS)

Certification of Practical Training (Offer Letter)

Edited March 30, 2026

This form should only be completed if your practical training site does not provide an offer/employment letter. It must be signed by your direct supervisor or hiring manager. Once completed, submit this form with your Curricular Practical Training (CPT for F-1 students) or Academic Training (AT for J-1 students) request in [MyOISS](#).

Student Information

Student Name: _____ Student ID #: _____

Student Signature: _____ Date: _____

Select one of the following:

- I am a student in active F-1 status
- I am a student in active J-1 status

Certification of the Practical Training Position

This section must be completed and signed by the Site Supervisor. Forgery of this form may be a Student Conduct violation and could lead to termination of work authorization and/or your immigration status.

Company Name: _____

Company Address: _____
Street Address City State Zip Code

If eligible for remote work, provide the physical address for the remote location:

Remote Address: _____
Street Address City State Zip Code

Hours Worked per Week: _____

Student Job Title: _____

Student's List of Responsibilities:

Pursuant to federal regulations 8 CFR 214.2 (f)(10)(i), F-1 international students at WashU are eligible to work off-campus with approval from the OISS.

Pursuant to federal regulations 22 CFR 62.23(g), J-1 students at WashU are eligible to engage in Academic Training after approval from the OISS.

Position Start Date: _____ Position End Date (if known): _____

Is the position paid or unpaid? Paid Unpaid

Supervisor Name: _____ Phone or Email: _____

Supervisor Signature: _____ Today's Date: _____