

PRACTICAL TRAINING LETTER REQUEST
(UNDERGRADUATE)

I am requesting a letter for...

(Please check the appropriate box and attach the required documents. Turn in to BUS 112.)

- Post-Completion Practical Training for Graduation
 - Attach a copy of your graduation application (filled-out and paid)
 - Complete section 1 only
- Curricular Practical Training for Internship
 - Attach a copy of the document from your employer
 - Complete section 1 & 2
- Extension of Curricular Practical Training
 - Attach a copy of the document from your employer
 - Complete all sections below

➡ We will make every effort to complete your letter as soon as possible. Generally, letters will be available for pick-up in BUS 112 after 2 working days, call 405-3531 to see if it is ready earlier.

1. Required Information:

NAME: _____ ID#: _____

GENDER: Male Female TELEPHONE#: _____ EMAIL: _____

MAJOR: Bachelor of Science in Business Administration Bachelor of Science in Hospitality Management
CONCENTRATION IN: _____

DATE OF GRADUATION (or course work completed): _____

LENGTH OF PRACTICAL TRAINING NEEDED: _____ months

SIGNATURE: _____ DATE: _____

2. For Curricular Practical Training & Extension ONLY:

COMPANY NAME YOU ARE (WILL BE) WORKING FOR:

3. For Extension of Curricular Practical Training ONLY:

Please provide the company name, position title, and the company address.

For office use only

Grad App: N/A OK _____

Letter from employer: N/A Copied _____

Date Processed:

Remarks:

Pick-up date: