

SAMPLE CONTENT FOR ACADEMIC ADVISOR'S RECOMMENDATION FOR OPTIONAL PRACTICAL TRAINING

Please address your letter, ON DEPARTMENTAL LETTERHEAD, to ISSS, 210 Talbert Hall.

For OPT during annual vacation

This letter is written to verify that (Student's name) is a full-time student in good academic standing in the Department of _____ expecting to complete a (Bachelor's, Master's, Doctorate) _____ degree by (month/year) ____/____.

It is my understanding that (Student's name) has an opportunity to obtain practical experience in a job that is related to his/her degree level and field of study. I recommend that s/he be granted permission for practical training to gain this experience during the annual vacation period.

For OPT during the semester

This letter is written to verify that (Student's name) is a full-time student in good academic standing in the Department of _____ expecting to complete a (Bachelor's, Master's, Doctorate) _____ degree by (month/year) ____/____.

It is my understanding that (Student's name) has the opportunity to obtain some practical experience in a job that is related to his/her degree level and field of study. I recommend that s/he be granted part-time (up to 20 hours/week) practical training permission during the (Fall/Spring) _____ semester.

For OPT after completion of courses while working on thesis or dissertation

This letter is written to verify that (Student's name) is a full-time student in good academic standing in the Department of _____ expecting to complete a (Master's, Doctorate) _____ degree by (month/year) ____/____.

S/he has completed all the necessary course work for this degree and is now working on his/her (thesis, dissertation, etc.) _____.

It is my understanding that s/he has an opportunity to gain practical experience in a job that is related to his/her degree level and field of study. I recommend that he/she be granted practical training permission to gain this experience.

After completion of course of study

This letter is written to verify that (Student's name) has completed (or is expected to complete) all requirements for the (Bachelor's, Master's, Doctorate) _____ degree in (specify field) on (specify date) _____.

I recommend that s/he be granted permission to engage in practical training at his/her degree level and field of study to round-out the education s/he has received thus far.