

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

Please write your letter on departmental letterhead and send it 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 the Department of _____ expecting to complete a (Bachelor's, Master's, Doctorate) _____ degree by (month/year) ____/____.

It is my understanding that s/he is eligible to apply for work authorization and search for a position that is related to his/her field of study. The practical work experience will complement the student's studies and take place during the annual vacation.

For OPT during the semester

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

It is my understanding that s/he is eligible to apply for work authorization and search for a part-time position (up to 20 hours/week) that is related to his/her field of study. This practical work experience will complement the student's studies and take place 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 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 full-time on his/her (thesis, dissertation, etc.) _____.

It is my understanding that s/he is eligible to apply for work authorization and search for a position that is related to his/her field of study. This practical work experience will complement the student's studies and take place while the student is working on his/her thesis/dissertation.

For OPT 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) _____.

It is my understanding that s/he is eligible to apply for work authorization and search for a position that is related to his/her field of study. This practical work experience will complement the student's studies and round out the education s/he has received thus far. 12/11