

## **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 (Bachelors, Masters, 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 he/she 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, Masters, 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 he/she 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 (Masters, Doctorate) \_\_\_\_\_ degree by (month/year) \_\_\_\_/\_\_\_\_.

He/she 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 he/she 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 will complete) all requirements for the (Bachelors, Masters, Doctorate) \_\_\_\_\_ degree in \_\_\_\_\_ (specify field) \_\_\_\_\_ on (specify date) \_\_\_\_\_.

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