

# Sample Advisor OPT Recommendation Form

To the advisor providing OPT recommendation: In order to apply to the INS for Optional Practical Training (OPT), each F-1 student must receive advance endorsement from a DSO (Designated Signing Official) from the Office of International Programs. This recommendation form is part of the application procedure and is designed to collect the information DSOs are required by the DHS to obtain in order to grant endorsement for OPT. The completed form must be printed on departmental letterhead and must be signed by the student's academic advisor. If you have questions about this form or the certification process, please contact the Office of International Programs at 274-3306.

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To: Office of International Programs

From: (Faculty Advisor's name/Title/Department)

Re: Recommendation for Optional Practical Training for (Student's name)

Date:

## ***Sample 1: Practical Training After Completion of Program of Study***

This letter is written to confirm that the above named student is a full-time student in the Department of \_\_\_\_\_ expecting to complete a Bachelors/Masters degree by (date of graduation). In order for him/her to reinforce the concepts during his/her course of study, it would be beneficial for him/her to receive practical experience in (name of the field of study) in the United States. Such training is consistent with the College's mission, which is to combine theory with practice. Therefore, I recommend he/she be granted authorization for practical training.

## ***Sample 2: Practical Training After Completion of All Course Requirements Except for Thesis***

This letter is written to confirm that the above named student is a full-time student in the Department of \_\_\_\_\_. He/she has completed all course requirements for the M.S./M.M. degree in \_\_\_\_\_ and is working on his/her thesis/master's project/final performance (please specify). He/she expects to complete the Masters degree by (date of graduation). In order for (student's name) to reinforce the concepts during his/her course of study, it would be beneficial for him/her to receive practical experience in (name of the field of study) in the United States. Such training is consistent with the College's mission which is to combine theory with practice. Therefore, I recommend he/she be granted authorization for practical training.

## ***Sample 3: Practical Training During Vacation Period***

This letter is written to confirm that the above named student is a full-time student in the Department of \_\_\_\_\_ expecting to complete a Bachelors/Masters degree by (date of graduation). The Department of \_\_\_\_\_ recommends that he/she be authorized for practical training to engage in employment related to his/her program of study during his/her vacation period. We consider such an experience to be beneficial to a student's program of study and such training is consistent with the College's mission which is to combine theory with practice.

## ***Sample 4: Part-time Practical Training During the School Year***

This letter is written to confirm that the above named student is a full-time student in the Department of \_\_\_\_\_ expecting to complete a Bachelors/Masters degree by (date of graduation). The Department of \_\_\_\_\_ recommends that he/she be authorized for practical training to engage in employment related to his/her program of study on a part-time (20 hours per week or less) basis during the semester. We consider such an experience to be beneficial to a student's program of study and such training is consistent with the College's mission which is to combine theory with practice.