

## **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