

## Sample letters for departmental recommendation for OPT

*The letter should be signed by your academic advisor or department head and printed on departmental letterhead.*

### **Sample A (application for post-completion OPT for employment after program end date)**

To Whom It May Concern:

(Student's name) is expected to graduate with a degree of \_\_\_\_\_ in month/year. The \_\_\_\_\_ Department recommends that s/he be given an opportunity for the practical application of her/his academic training.

Signature

Title

### **Sample B (application for pre-completion OPT after completing all course requirements but before defense of thesis or dissertation)**

To Whom It May Concern:

(Student's name) has completed all course requirements except thesis or dissertation as noted on the Plan of Study for a degree in \_\_\_\_\_. S/he is expected to defend in month/year. The \_\_\_\_\_ Department recommends that s/he be given an opportunity for the practical application of her/his academic training.

Signature

Title

### **Sample C (application for pre-completion OPT for summer employment)**

To Whom It May Concern:

(Student's name) is enrolled full-time in the \_\_\_\_\_ program of our department. S/he would like to gain some practical experience during the summer. The \_\_\_\_\_ Department recommends that s/he be given an opportunity for the practical application of her/his academic training.

Signature

Title

### **Sample D (application for pre-completion OPT while classes are in session)**

To Whom It May Concern:

(Student's name) is enrolled full time in the \_\_\_\_\_ program of our department. S/he would like to gain some practical work experience during the semester. We understand that s/he is limited to employment of 20 hours per week, and cannot concurrently be employed on-campus during this practical training. S/he also must maintain full time enrollment during this employment period. The \_\_\_\_\_ Department recommends that s/he be given an opportunity for the practical application of her/his academic training.

Signature

Title