

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:

_____ 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 from MM/DD/YYYY to MM/DD/YYYY.

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