

## Sample letters for departmental recommendation for OPT

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

### **Sample A (application for OPT for after graduation)**

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 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 C (application for OPT after completing all course requirements but before defense)**

To Whom It May Concern:

(Student's name) has completed all course requirements toward a degree of \_\_\_\_\_. 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