

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