Advisor’s Authorization for Optional Practical Training

To the Department Advisor: Students on F-1 student visas may apply to the U.S. Department of Citizenship and Immigration Services for permission to accept Optional Practical Training (employment related to their studies). A student does not need to have a specific job offer to make the application, but they do need a certification of support from their department advisor. The period of training is limited to 12 months for each higher degree a student completes. If, in your judgment, practical training will be an appropriate experience for this student, please write a letter on department letterhead including the following information for the student to submit to the International Center. If you feel the student may not complete the requirements of their program by the desired start date of the OPT, you should wait on writing the letter until the student is in a better position to graduate.

Note to Advisors of Graduate Students in a Thesis program: The OPT may be started at the completion of a student’s program, at their defense date, at the end of the semester or sometime during the 60 day grace period after the student completes their program. Please consult with the student which date both fits their plans and meets your academic requirements. Feel free to contact the International Center with any questions.

OPT recommendation letter needs to be on department letterhead and should include the following:

- Name of Student
- Student ID Number
- Degree Sought (BA, BS, MA, MS, PhD)
- Semester of Graduation
- Desired Start Date for the OPT.

**Undergraduate students/Graduate students in a non-thesis program:**
- The end of the semester
- A date within their 60 day grace period

**Graduate Students in a Thesis program only:**
- Estimated or Actual Defense Date
- Program Completion Date
- End of the Semester
- Remaining Required Credits (optional)

- Recommendation of OPT
- Department Advisor’s Signature and Date
- Comments