SAMPLE LETTER FROM ACADEMIC ADVISOR
(For use with all types of Practical Training)

IMPORTANT: Any OPT application filed on or after September 28, 2009 will not be accepted by ISSS unless the student has attended an OPT workshop. Register at usfca.edu/isss/workshops.

* Please note: Letter should be printed on university letterhead.

(Date)

United States Department of Homeland Security
United States Citizenship and Immigration and Services

To Whom It May Concern:

This letter is written in support of the application for practical training of (name of student), who will receive (type of degree and major) from the University of San Francisco on (program completion date, last day of final exams, last day of all course work or thesis).

(Name of student) is applying to the United States Citizenship and Immigration Services for permission to accept (Pre-Completion or Post-Completion) Practical Training. (Name of student) would like to gain valuable experience in American methods of (student’s field of study).

(Name of student) is registered as a full-time student at the University of San Francisco and is in good academic standing.

I therefore hope that you will grant (his/her) request for practical training.

Sincerely,

(Name and Title of Academic Advisor)