# PLEASE PRINT LETTER ON DEPARTMENTAL LETTERHEAD

## Recommendation Letter for Post-Completion Optional Practical Training

To: Thomas Carter, Director of International Education

From: Advisor’s Name, Title

Re: Recommendation for Optional Practical Training for name of student

Date: current date

This letter is written to confirm that the above named student will complete/has completed all requirements for a Doctoral/Master’s/Bachelor’s degree in student’s major/program of study at SUNY College of Environmental Science and Forestry on month/ day/ year.

In order for her/him to receive the full benefit of her/his education, it would be beneficial to receive practical experience in the field of program of study in the United States. Therefore, I recommend that s/he seek Optional Practical Training authorization.

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Advisor’s Signature Date

## Associate Provost for Academic Affairs Endorsement:

I have reviewed the advisor recommendation above and verify the accuracy of the aforementioned student’s academic program details. Thank you for your assistance in issuing an I-20 that recommends Optional Practical Training.

Associate Provost for Academic Affairs Date