**PLEASE PRINT LETTER ON DEPARTMENTAL LETTERHEAD**

**Recommendation Letter for Optional Practical Training After Completion of all Course Requirements (Thesis/Dissertation Remaining)**

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 name of student is a full-time (undergraduate/graduate) student in good standing at SUNY College of Environmental Science and Forestry and has completed all course requirements for a Doctoral/Master’s/Bachelor’s degree in program of study. S/he is currently working on her/his thesis/dissertation and is expected to complete her/his degree on month/ day/ year.

In order for her/him to receive the full benefit of her/his education, it would be beneficial for her/him 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.

Advisor’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Dean of the Graduate School 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.

Dean of the Graduate School Date