

**SAMPLE LETTER**  
**to be completed by Academic Advisor**  
**recommending Optional Practical Training**

DATE: ***MM/DD/YY***

TO: Kimberly Sinclair, Interim Director  
Office of International Programs  
101 Payson Smith, Portland Campus

This letter is in support of ***(name)***'s application for Optional Practical Training. ***(Name)*** is a student in the ***(name of department)*** department pursuing a ***(BS or BA/MS/etc.)*** which will be completed on ***(MM/DD/YY)***.

The department feels that such practical training in the United States would be beneficial and is highly recommended.

To the best of my knowledge, the intended practical training is related to the student's field of study and commensurate with his/her education level.

Sincerely,

Name, Title  
Department

***Please Note:*** It is essential that the completion date or projected completion date noted on the recommendation letter be as accurate as possible. Thanks