

## Sample Advisor's Letter for Optional Practical Training

**DEPARTMENTAL LETTERHEAD**

### MEMORANDUM

**TO:** Center for International Services

**FROM:** Name  
Title

**RE:** Recommendation for Practical Training  
for (*name of student*)

**DATE:** Current Date

**SIGNATURE:**

#### Sample 1: Practical Training after the completion of the program of study

This letter is written to confirm that the above named student completed/will complete all requirements for the Bachelor's/Master's/Doctoral degree in student's major/program of study on Month Day, Year. In order for him/her to receive the full benefit of his/her education, it would be beneficial for him/her to receive practical experience in the field of \_\_\_\_\_ (field of study) in this country. Therefore, I recommend that s/he be granted practical training.

#### Sample 2: Practical Training after the completion of all course requirements

The above named student is a full-time undergraduate/graduate student in the Department of \_\_\_\_\_. S/he has completed all course requirements for the Bachelor's/Master's/Doctoral degree in \_\_\_\_\_ and is working on his/her thesis/dissertation/equivalent (please specify Master's project, comprehensive exam, etc.). S/he expects to complete the degree by Month Day, Year.

In order for student's name to receive the full benefit of his/her education, it would be beneficial for him/her to receive practical training in the field of \_\_\_\_\_ in this country.

#### Sample 3: Practical Training During Vacation Periods

The above named student is a full-time undergraduate/graduate student in the Department of \_\_\_\_\_ expecting to complete a Bachelor's/Master's/Doctoral degree by Month Day, Year. The Department of \_\_\_\_\_ recommends that s/he be authorized practical training to engage in employment related to his/her program of study during his/her vacation period. We consider such an experience beneficial to a student's program of study.

#### Sample 4: Part-Time Practical Training during the school year

The above named student is a full-time student in the Department of \_\_\_\_\_ expecting to complete a Bachelor's/Master's/Doctoral degree by Month Day, Year. The \_\_\_\_\_ department recommends that s/he be authorized practical training to engage in employment related to his/her field of study part-time (20 hours/week or less) during the academic year. We consider such an experience beneficial to a student's program of study.