

Sample Letter for Post-Completion OPT Application

When you apply for post-completion OPT, you are required to include a letter from your academic advisor, graduate coordinator, or student services administrator. The purpose of this letter is to determine your program completion date. The letter must be on official departmental letterhead. The following is recommended text for the letter (variations are permissible).

Date: *11/11/11*

To: International Student/Scholar Advisor – International Center

Re: Estimated Program Completion Date for *Mr. Sample Student*

This is to certify that *Mr. Sample Student* is a student in good standing in the *Department of Mathematics*. *Mr. Student* is in the final stage/semester of his academic program and is expected to complete the degree requirements for his *Masters of Actuarial Math* at the end of the *Winter 2012 semester*.

Sincerely,

Susie Wolverine

Susie Wolverine, Academic Advisor

Mathematics Department