

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: mm/dd/yyyy

To: International Student/Scholar Advisor – International Center

Re: Estimated Program Completion Date for (INSERT STUDENT'S LEGAL NAME).

This is to certify that (STUDENT'S NAME) is a student in good standing in the Department of (INSERT NAME OF DEPARTMENT).

(STUDENT'S NAME) is in the final stage/semester of his/her/their academic program and is expected to complete the degree requirements for his/her/their (INSERT DEGREE LEVEL & FIELD OF STUDY) at the end of the (INSERT TERM AND YEAR) term.

Sincerely,

NAME

JOB TITLE