

Sample Letter for Pre-completion OPT Application

When you apply for pre-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 expected program completion date. The letter must be on official departmental letterhead. The following is recommended text for the letter (variations are permissible).

Note to departments: The student does not need to be in the final term of enrollment to issue the pre-completion OPT letter.

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 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