

* * * * SAMPLE OPTIONAL PRACTICAL TRAINING * * * *
RECOMMENDATION LETTER

(This letter **must** be printed on departmental letterhead)

March 1, 200X

Duke Visa Services
Smith Warehouse: Bay 7-1st Floor
Durham, NC 27708

RE: Ms. Jane Doe

I understand that Ms. Jane Doe is applying for F-1 "Optional Practical Training" work authorization through your office, and I am writing this letter in support of her application.

Ms. Doe is enrolled in a full course of study and is expected to complete the requirements for her (list type of degree/program) on (month/day/year). Ms. Doe's special field of study is (major/program). I understand that optional practical training work authorization can be recommended for a maximum of one (1) year and that Ms. Doe must file for and receive an Employment Authorization Document (EAD) from the U.S. of Citizenship & Immigration Services' regional office in Texas before starting employment.

Having the opportunity to gain practical experience in a work environment related to her academic training will greatly enhance Ms. Doe's overall academic experience and her employment prospects once she returns to her home country. I recommend her most highly!

Sincerely,

John D. Smith
(Title)