

SAMPLE – Letter of recommendation from Advisor

MEMORANDUM – Sample

TO: Madhav P. Sharma, Ph.D.
Director, International Education

FROM: Advisor

DATE: MM/DD/YYYY

RE: Practical Training

I have been asked to serve as a character reference and supporter on behalf of ***Student Name***, an international student who is seeking permission for post-completion practical training.

I have had the opportunity to serve as instructor and academic advisor to ***Student Name*** during ***his/her graduate/undergraduate*** program in ***Program Title*** at Bloomsburg University. ***Student Name*** has always demonstrated and conscientiously maintained exemplary character and commitment to ***his/her*** studies, conduct, and ambassadorship. ***Student Name*** will graduate on ***Date*** with a ***Bachelor's/Master's degree in Program Title***.

Any practical experience that ***Student Name*** can receive within the United States will enhance ***his/her*** capabilities in the field of _____.

Certainly this will help ***Student Name*** to be a more effective professional when ***he/she*** returns to ***his/her*** homeland. Therefore, I recommend post-completion practical training that would begin on _____ and end not before _____.

Signature

Print Name