

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

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

March 1, 202X

Duke Visa Services
114 S. Buchanan Blvd
Duke Box 90790
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). NOTE: If Ms. Doe currently has authorization to work on Duke’s campus (e.g. assistantship), once the program completion date referenced in the preceding sentence is reached, she *no longer is eligible* to work on Duke’s campus, pursue paid research, teach, or receive a stipend payment.

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. 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)