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)