

Sample Letter for Post-Completion OPT Application

When you apply for post-completion OPT, you are required to include a letter from your academic advisor. The purpose of this letter is to determine your program completion date. The letter must be on official departmental letterhead. The following is recommended text for the letter (variations are permissible).

Date: *11/11/11*

To: International Student Advisor

Re: Estimated Program Completion Date for *Mr. Sample Student*

This is to certify that *Mr. Sample Student* is a student in good standing in the *Department of Mathematics*. *Mr. Student* is in the final stage/semester of his academic program and is expected to complete the degree requirements for his *Bachelors of Mathematics* at the end of the *Fall 2013 semester*.

Sincerely,

Jane Smith
Academic Advisor
Mathematics Department