Letter of Recommendation

Instructions for Departments

Optional Practical Training (OPT) is an employment benefit for international F1 visa students to work in the U.S. in a job related to the student's field of study. It is intended to enhance and supplement the formal, classroom education. United States Immigration and Citizenship Services (USCIS) adjudicates and authorizes OPT.

Program completion date guidelines:

For students who are registered full or part time, and/or students who have Graduate Assistantship positions, the program completion date will automatically default to graduation/commencement date or the last day of classes in the semester of OPT application.

Graduate students who have completed all coursework except their thesis/dissertation, are administratively registered for 1 credit hour, and anticipate completing their degree in one academic year, may apply for post-completion OPT. These students may use their published defense date as the program end date.

The recommended employment start date must be after the student's program completion date and no later than the end of his/her 60 day grace period.

Letter of Recommendation

Please use the attached template and print it on Department letterheads
To: The Office of International Students and Scholars

The student named below is applying to engage in employment for Optional Practical Training (OPT) as provided in the U.S. immigration regulations for F-1 visa students.

This is to certify that _______________ is expected to complete all
(Student's full name) (WVU ID#)
course work requirements for the degree on _______________ and will receive the degree of
(Date: mm/dd/yyyy)
________________________ in the field or major of ________________________________
(Level) (Field of Study)

I understand that:

➢ The student is not authorized to register for classes after coursework completion, unless it's for administrative purposes only (1 credit hour – typically research credits) towards the fulfillment of their thesis/dissertation work
➢ The student is not authorized to work on or off campus after the program completion date, until they obtain their Employment Authorization Document (EAD card) and no sooner than the start date indicated on the card.

________________________
(Name of Academic Advisor or Authorized Departmental Personnel—Please Print) __________________________
(Signature of Academic Advisor or Department Authorized Departmental Personnel)

________________________
(Telephone Number and email address) __________________________
(Date)