Departmental Recommendation for Professional/Master’s/Doctoral Pre-completion OPT
(For Optional Practical Training to take place BEFORE student’s degree completion.)

To the Recommending Department: The information below must be provided before a student can be granted Optional Practical Training. You may use this form or provide an original letter on Department letterhead.

International Student & Scholars
Utah State University
9545 Old Main Hill
Logan, Utah 84322-9545
(435) 797-1124
(435) 797-3522 (fax)

Date: _____________________  A#: ___________________________

Mr./Mrs./Miss ______________________________________________________________________________________ (Student Name and E-mail Address)

is a student in the department of ______________________________________________________________________ (Department)

who is expected to complete the requirements for a ______________________________ degree on ____/____/____. (Professional/Master’s/Doctoral) (Date)

□ Plan A Master’s or Doctoral Students may apply for OPT within 90 days of graduation and must have a defense date. Defense Date: ___/___/____

□ Plan B Master’s Students may apply for OPT within 90 days of graduation and must have a defense date. Defense Date: ___/___/____.

□ Plan C Master’s Students (classes only to complete) may apply for OPT at mid-term of their final semester.

□ Professional Students (classes only to complete) may apply for OPT at mid-term of their final semester.

We recommend that this student be permitted to seek practical training in her/his major as an extension of her/his academic program. Your approval is appreciated.

Sincerely,

__________________________________________________________________________________________________
Academic Advisor Signature  Academic Advisor Name & E-Mail Address  Phone
(Signature required for Plan A, B, C, Professional and Doctoral Students)

__________________________________________________________________________________________________
Major Professor Signature  Major Professor Name & E-Mail Address  Phone
(Signature required Plan A Master’s and Doctoral Students ONLY)

__________________________________________________________________________________________________
School of Graduate Studies via DocuSign [cara.allen@usu.edu]  Print Name [Lauren Mata]  Phone
(Signature required Plan A Master’s and Doctoral Students ONLY)

Office of Global Engagement • 9545 Old Main Hill, MS 115 • Logan, UT 84322
T 435-797-1124 • F 435-797-3522 • http://globalengagement.usu.edu/  March 2017