



Office of Intercultural and International Life

Carleton College

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**To:** Academic Advisors and Faculty of International Students

**From:** Luyen Phan

**Re: F-1 Optional Practical Training**

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Optional Practical training (OPT) may be granted for a maximum of 12 months. The OPT period may be used incrementally during the student's stay in the U.S., referred to as pre-completion, or for the entire 12-month period at the end of his/her studies, referred to as post-completion. OPT must be related to the student's major field(s) of studies.

In order to process an application for OPT, an international student must secure a letter of recommendation from his/her academic advisor. The student must inform you of the kind of internship/employment opportunity s/he plans to participate in. It would be helpful if you would cover the following points in your letter (on department letterhead):

- Address the letter to "whom it may concern"
- Include the student's complete legal name (as some students may have a nickname)
- Specify the expected date of completion of the studies and the title of the degree to be received (e.g. Bachelor of Arts in Economics)
- Indicate why you feel such training would be beneficial to the student. State that the proposed employment is directly related to the student's major area of study and commensurate with the student's educational level
- It is helpful to mention how this practical training experience in the U.S. will help the student to be more effective in this/her profession in the student's home country or region.

Your letter will stay in the student's file at Carleton; it will serve as evidence for the Department of Homeland Security, which has the right to view the letter.