

International Student Programs Memo

Carleton College

To: Academic Advisors and Faculty of International Students

From: Petra E. Crosby

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

Cross-Cultural Studies
International Student Programs
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Optional Practical Training (OPT) may be granted for a maximum of 12 months. The 12 months OPT may be used incrementally during the student's stay in the U.S. or for the entire 12 month period at the end of his/her studies. OPT must be related to the student's major field 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 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 full name
- Specify the expected date of completion of 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 his/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.