

Sample Letter from Major Professor to explain why student should be allowed to start their OPT prior to graduation

A letter for OPT authorization is required for graduate students who would like to start OPT before their actual program completion or graduation date. The letter must be printed on departmental letterhead, and the original version with original signatures must be submitted to ISS with the student's OPT application.

Date:

Dear Coordinator of Orientation and Employment:

(Student's name) wishes to apply for Optional Practical Training (OPT). *(Student's name)* is projected to complete their degree requirements on the following dates:

General Exam (and results if already occurred, if applicable): **(date)**

Date of Defense (and results if already occurred, if applicable): **(date)**

Date of Submission of final documents to Grad School: **(date)**
(This includes the final project/thesis/dissertation with all changes.)

Any other requirements specific to their degree/program: **(date)**

Actual graduation date or completion date: **(date)**
(If they will register as *Degree-Only*, please use date from LSU calendar.)

Due to the student's progress, I support their plan to start working prior to their actual graduation or completion date. With this letter I recommend that they can start their OPT on **(date)**. I also understand that the student cannot be employed on campus (assistantship or student worker job) after that date since they would no longer have student work authorization.

Sincerely,
(Signature of Major Professor)
(Name and title of the Major Professor)
(Contact information of Major Professor)