

Dear Academic Advisor: This SAMPLE “Academic Advisor Recommendation Letter” has been provided for your convenience. This Letter MUST be written on your departmental letterhead and returned to the student applying for Pre-Completion Practical Training. Please do not hesitate to contact the Office for International Students and Scholars at (310) 338-2937 should you have any questions. Thank you.

Date

U.S. Citizenship & Immigration Service
California Service Center
24000 Avila Road 2nd Floor, Room 2312
Laguna Niguel, CA 92677

Dear Adjudications Officer:

This letter is written on behalf of **(name of student)** who is a **(field of study)** major in the Department of _____.

I hereby certify that the student named above (**CHOOSE ONLY ONE**):

_____ is taking a full course of study at Loyola Marymount University, and the expected date of completion is (Month, 31, Year).

_____ is taking less than a full course of study at this school because... (ex. (s)he only needs _____ units to graduate.) The student is expected to complete the studies on (Month, 31, Year).

_____ completed the course of study at this school on (Month, 31, Year).

As his/her academic advisor, I am recommending that Mr./Ms. **(last name of student)** engage in pre-completion practical training in the field of _____.

I feel that (s)he will be afforded the opportunity to apply and develop upon theoretical knowledge learned at Loyola Marymount University. Your favorable consideration of this application would be most appreciated.

Sincerely,

Name
Title