Sample 2: Practical Training after the completion of all course requirements

MEMORANDUM TO: The International Students & Scholars Office (ISSO)
FROM: Name, title
RE: Recommendation for Practical Training for ________________________
DATE: Current Date

The above named student is a full-time undergraduate/graduate student in the Department of ________________. S/he has completed all course requirements for the Bachelor’s/Master’s/Doctoral degree in ________________ (field of study/major) and is working on his/her thesis/dissertation/equivalent (please specify Master’s project, comprehensive exam, etc.). S/he expects to complete the degree by Month Day, Year. In order for student’s name to receive the full benefit of his/her education, it would be beneficial for him/her to receive practical training in the field of ________________ (field of study/major) in this country. Therefore, I recommend that s/he be granted practical training.

Signature