

SAMPLE LETTER
to be completed by Academic Advisor
recommending Curricular Practical Training

DATE: *MM/DD/YY*

TO: Domenica T. Cipollone, Director
 Office of International Exchange
 101 Payson Smith, Portland Campus

This letter is in support of *(name)*'s application for Curricular Practical Training. *(Name)* is a student in the *(name of department)* department pursuing a *(BS or BA/MS/etc.)* which will be completed on *(MM/DD/YY)* *.

Participation in curricular practical training is a *(required or important)* part of *(name)*'s degree program at the University of Southern Maine. The student will be registered for *(course title & number)* as part of his/her curricular practical training. *(Name)* has been approved to complete his curricular practical training with *(name of company/organization)*. This practical training experience is related to the student's field of study and is commensurate with his/her education level.

Sincerely,

Signature

Name

Title

Department

***Please Note:** It is essential that the completion date or projected completion date noted on the recommendation letter be as accurate as possible. Thanks!