

# OPTIONAL PRACTICAL TRAINING LETTER FOR BACHELOR'S DEGREE

**STUDENT: FILL IN BLANKS, AND A LETTER WILL BE TYPED FOR YOU.**

Date \_\_\_\_\_

## MEMORANDUM

TO: Eric Merchant, Coordinator  
International Students/Programs

FROM: Du Zhang, Ph.D., Chair  
Department of Computer Science

SUBJECT: *Optional Practical Training for (name)* \_\_\_\_\_  
*Sac State ID* \_\_\_\_\_

(Name) is an international undergraduate student pursuing a Bachelor of Science degree in Computer Science at California State University, Sacramento. He/she is interested in obtaining practical experience before returning to his/her native (country) \_\_\_\_\_ to enhance his/her degree, and would therefore like to apply for an optional practical training permit in the United States.

I strongly endorse his/her application for such a permit. This type of internship will greatly complement and enhance the formal education he/she is receiving in our program and will help him/her to establish his/her future career goals.

DZ/sj