

# 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: Cui 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.

CZ/vp

Pick-up method (*choose one option*):

- I will pick-up the letter in person  
(form **CANNOT** be picked up by anyone else)
- Please mail the letter to Global Education  
on my behalf