

EEE OPT LETTER

Please type the following letter and submit it by email to Dr. Preetham Kumar at kumarp@ecs.csus.edu AND the EEE Department Office at eeeassistant@ecs.csus.edu. The email should contain your contact information and if necessary, the name of the person you have designated to pick up the letter for you. Once we receive your letter, it will be printed on EEE Department Letterhead and given to the EEE Graduate Coordinator for signature. Incomplete or letters not completed properly will not be processed and returned to you for corrections.

Letters could take **AT LEAST THREE DAYS AFTER SUBMISSION** to be processed, especially during busy periods at the beginning and the end of each semester.

Please be patient. You will be notified when the letter is ready for pick up via email or phone.

MEMORANDUM

TO: International Programs & Global Engagement

FROM: Preetham Kumar, Graduate Coordinator
Electrical and Electronic Engineering

SUBJECT: Optional Practical Training for _____
Print Name: First and Last

Sac State ID: _____

(*Mr. or Ms.*)(*Last Name* _____) is a graduate student in the Department of Electrical and Electronic and is expected to complete the requirements for a M.S.E.E.E. degree in (*Month/Year* _____). (*He or She*) has expressed a willingness to do practical training prior to departing for (*circle - his or her*) native country of (*Country* _____) I support (*circle - his or her*) participation in a practical training program. Work experience in (*circle - his or her*) field would be most beneficial.

IF ENROLLED FOR PLAN C, PLEASE COMPLETE THIS SECTION ALSO

(*Mr. or Ms.*)(*Last Name* _____) is currently signed up to take the Plan C Comprehensive exam in (*Month/Year* _____), which will be the culmination of (*his or her*) M.S. Degree plan. (*He or She*) is currently preparing for the exam, since (*he or she*) has finished all other coursework requirements.

Letter should look like the examples below.

Example 1 – OPT Letter

MEMORANDUM

September 24, 2014

TO: International Programs & Global Engagement

FROM: Preetham Kumar, Graduate Program Coordinator
Electrical and Electronic Engineering Department

SUBJECT: Optional Practical Training for Mr. Robert Parks
Sac State ID: 987654321

Mr. Parks is a graduate student in the Department of Electrical and Electronic Engineering and is expected to complete the requirements for a M.S.E.E.E. degree in May 2011. He has expressed a willingness to do practical training prior to departing for his native country of Spain. I support his participation in a practical training program. Work experience in his field would be most beneficial.

Example 2 – OPT Letter Plan C Option

MEMORANDUM

September 24, 2014

TO: International Programs & Global Engagement

FROM: Preetham Kumar, Graduate Program Coordinator
Electrical and Electronic Engineering Department

SUBJECT: Optional Practical Training for Mr. Robert Parks
Sac State ID: 987654321

Mr. Parks is a graduate student in the Department of Electrical and Electronic Engineering and is expected to complete the requirements for a M.S.E.E.E. degree in December 2010. He has expressed a willingness to do practical training prior to departing for his native country of Spain. I support his participation in a practical training program. Work experience in his field would be most beneficial.

Mr. Parks is currently signed up to take the Plan C Comprehensive exam in December 2010, which will be the culmination of M.S. Degree plan. He is currently preparing for the exam, since he has finished all coursework requirements.