

**SAMPLE ACADEMIC ADVISOR'S RECOMMENDATION LETTER
FOR
CURRICULAR PRACTICAL TRAINING**

****MUST BE ON DEPARTMENT LETTERHEAD****

[Date]

Office of International Education and Programs
Laffin Hall 301
Farmingdale State College
Farmingdale, NY 11735

This letter is written to recommend **(name of Student and Ram ID #)** for Curricular Practical Training work authorization. This internship is an integral part of his/her program of study, if training is not required by the degree program. **(Student's Name)** must meet the requirements for curricular practical training by receiving academic credit for the employment experience. The student will be registered for **(course name and course number/section)** during the **(fall, Spring 20xx)** semester and will earn **(# of credits.)**

The employer is **(name of employer)**. The student will be working at **(employer's address, including street, city and zip code)**. The dates of employment will be from **(beginning date)** to **(ending date)**. The student is expected to work **(# of hours)** per week during this time. The student will be evaluated by **(e.g. written reports, journal, site visits, etc.)** **(Name of employer)** agrees to cooperate with Farmingdale State College in achieving the curricular purpose of the training/employment.

If further information is required, I can be reached at (phone number) or (e-mail address).

Sincerely,

Professor/Academic Advisor's Name