

Sample Letter for Re-entry on OPT – Has not started working yet

On company letterhead

Name of company

Street address of company

City, State, Zip Code

Current date

Dear Officer,

<<Name of student>> has been offered a position at <<name of company>> as a(n) <<job title>> with a start date of mm/dd/yyyy. As <<name of student's>> supervisor, I understand that <<Mr./Ms. Last name of student>> is seeking entrance to the United States in order to pursue optional practical training and has a EAD card valid between mm/dd/yyyy and mm/dd/yyyy. Please use this letter as proof of employment to facilitate entry.

Sincerely,

Original signature of supervisor in blue ink

Printed name of supervisor

Title of supervisor

Phone number of supervisor

Email of supervisor