To Be Completed by Dean or Academic Advisor

Dear Dean or Academic Advisor,

Please check one of the categories below that applies to the above names student, and supply the expected completion date. OPT allows a student to work up to 12 months anywhere in the U.S. in a field related to his/her field of study and commensurate with their educational level. Immigration regulations allow students to apply for OPT 120 days before their expected completion date. Please Note: The expected completion date IS NOT the actual graduation date. It is the last day of final exams OR the date at which the final project or paper is due. This date should occur before the graduation date in most cases. Also note that OPT may be used by a student currently enrolled during the student’s annual summer vacation or for 20 hours a week or less while school is in session.

This student is expected to complete all degree requirements on: ___/___/___
(month day year)

Please check on of the following:
☐ Student is applying for post-completion (full-time) OPT.

☐ Student is applying for pre-completion (part-time) OPT (20 hours or less per week) during the semester while enrolled as a student.

☐ Student is applying for pre-completion (full-time) OPT during the student’s annual vacation and will continue with his/her studies the following semester.

Name: ___________________________ Select one: ☐ Dean ☐ Academic Advisor

Signature: ___________________________ Date: ___________________________