UNIVERSITY *of* NORTH CAROLINA PEMBROKE

Optional Practical Training (OPT) Application

Optional Practical Training (OPT) is an employment authorization for eligible students in F-1 status who wish to engage in off-campus employment in their field of study. OPT is, primarily, work authorization after program completion. Students will work with OGE to obtain the I-20 with the OPT recommendation and then file the complete application to USCIS for final approval and issuance of the Employment Authorization Document (EAD). The EAD authorizes the student to engage in temporary employment for up to 12 months anywhere in the US. As OPT involves OGE and USCIS and can take several months to process, students are encouraged to apply as soon as they confirm degree completion.

OPT Eligibility requirements include:

- Students must have been enrolled full-time for at least nine months (two consecutive semesters) and be in F-1 status
- Student must not have completed 12 months of full-time Curriculum Practical training (CPT)
- Students must be maintaining lawful F-1 status
- Students must be in good academic standing
- Students must be making normal progress toward their degree (or have completed it)
- Students must obtain the recommendation of their assigned academic advisor
- Students must not have already engaged in full-time OPT for that particular level of study

OPT Application Process
You will need to schedule an information session with the OGE immigration specialist to ensure you are advised on OPT, the application and processing. Email Janna.Fahmy@uncp.edu to schedule the information session. You are also required to review the FAQ below and submit the Advisor's recommendation form to begin the OPT process with OGE.

Once you have completed the OPT information session, submit the following to the OGE immigration specialist:

- Completed student section (pg. 12 of this form)
- Completed academic advisor section (pg. 13 of this form)

Students will receive the new I-20 with OPT recommendation by email along with instructions about how to file the I-765 online with USCIS.

Filing Form I-765 Online

As of April 2021, U.S. Citizenship and Immigration Services (USCIS) permits F-1 students seeking pre- or post-completion Optional Practical Training (OPT) or the STEM OPT extension to file Form I-765 **electronically** via the USCIS online portal. Below are points to consider when filing:

- Form I-765 plus required supporting documentation must be received by USCIS within 30 days of the OGE issues an I-20 with OPT recommendation. If filed after 30 days of the issuance date, USCIS will deny the application
- Must be physically present in the US until after USCIS receives your application for processing. OGE strongly recommends you discuss any travel plans with the immigration specialist before filing OPT to avoid denial
- For the mailing address, OGE suggests using one that will be valid several months into the future. You can use a friend or family member's US address if necessary.
- Notify OGE immediately if you decide NOT to submit your OPT application, so we may cancel your OPT recommendation in SEVIS in a timely manner
- If you receive a Request for Evidence (RFE) from USCIS, please consult with OGE immigration specialist
- If you begin study at another educational level or transfer to another school, your OPT will be automatically terminated

Gather Required Documents

For online submission to USCIS, prepare the following requirements:

- I-765 Application Fee
    - Current fee is $410; Please visit https://www.uscis.gov/i-765 under "Filing Fee"
- US Passport-Style Photo
    - Upload clear color image of your face taken within the last 6 months. No selfies or filters. No glasses. White or off-white background only. Refer to the guidelines on the Department of State website
- Completed Form I-765
    - See USCIS tips for filing online

- Digital Copies of Documents:
    - New I-20 with OPT recommendation from DSO (sign and date before uploading)
    - Passport
    - Most recent I-94, please visit https://i94.cbp.dhs.gov/I94/#/home
    - All previous EADs (if applicable), front and back
    - All previous CPT and/or OPT authorized I-20s
        - Submit any change of education level I-20s and previous degree I-20s in addition to above

Create an Online Account

Once you've gathered all the required documents, you can create an online account at https://myaccount.uscis.gov/

Begin and Complete Your Application

Once you create your account and login, select "File a Form Online" under "Select What you Want to Do." Under "File a Form," select "Application for Employment Authorization (I-765). You will be brought to a page with an overview of the online filing process that includes eligibility requirements, required documents, payment details, and action items you may need to take after submitting Form I-765. Read this page carefully

and contact OGE should you have any questions. Answer all required questions to complete the form. At the review and submit stage, the system will alert you of any errors or incomplete fields and will give you the opportunity to make corrections. After careful review, you will be asked for your digital signature. Please enter your legal name as written in your passport.

Pay the Filing Fee and Final Steps

After signing your application, you will pay your $410 filing fee, which you can pay by credit card, debit card, or withdrawal from a checking or savings account. Click "Pay and Submit," and you will be taken to https://www.pay.gov/public/home to complete your payment. Please note the filing fee is **non-refundable**. After you submit your payment, you will be redirected to a confirmation screen. Click "Go to my cases" to view your case card and receipt notice. Please save a copy of your receipt number for your records. Once you've submitted your application and payment, you can use your online account to:

View your receipt notice
Review requests for evidence (RFEs)
View your case status
View a PDF of the completed Form I-765
View your decision letter

All notices will also be **mailed** to the mailing address you indicated on your application.

- Interview with companies while waiting (a job offer is not required to apply and does not expedite an approval. Processing by USCIS can take 2-3 months)
- Submit a scanned copy of the EAD to OGE immigration specialist Janna Fahmy janna.fahmy@uncp.edu
- Submit proof of employment to OGE immigration specialist once you have secured employment. You can email the offer letter. Make sure the offer letter notes
  - The company name
  - The physical address of where you will be working
  - That you are working at least 20 hours a week
  - That the employment is related to your program of study.
- Submit an update to OGE when OPT is completed, you leave the US, wish to transfer, or you change your visa status.

Note: If you have additional questions regarding OPT, please take a look at our FAQ below.

Pre-Completion OPT
Most students choose to save their 12 month period of OPT until after they graduate, but on occasion some student will want to use some or all of their OPT before they graduate. Students who meet the eligibility requirements can apply for OPT during their studies (part-time only – see below), full-time during the summer vacation, or full-time if they are graduate students who have completed all course requirements and are registered for dissertation research or writing. Time spent doing pre-completion OPT is subtracted from the 12 month maximum (3 months of summer pre-completion OPT leaves 9 months for post-completion OPT).

Part-Time OPT
Students may wish to apply for part-time OPT (less than 20 hours per week) during the course of their studies once they become eligible. Time spent doing part-time OPT is pro-rated at one half the rate in terms of the 12 month maximum (e.g., 4 months of part-time OPT results in 2 months being subtracted from the 12 month maximum for a remainder of 10 months of post-completion OPT).

Program End Date
Students may request OGE to recommend a "Begin Date" of the OPT to coincide with their program completion date or within the 60-day grace period following the program completion date. The program completion date can be the last day of the last semester of enrollment (i.e. graduation date) or the defense date. When recommending OPT, OGE is required to shorten the program end date on the I-20 to the student's program completion date. Graduate students should refer to the graduate schools requirements for completion of the degree program and graduation. All student employment activities (and wages) must end by the program end date on the I-20 or on the last day of the student's final semester of enrollment, whichever is sooner. It is the responsibility of the student, if employed on-campus, to notify the hiring unit's Payroll Representative that their employment activities (and wages) cannot continue past the program end date on the I-20.

Timing Issues
Students may not apply for OPT earlier than 90 days before their program end date. USCIS must receive a completed application (including correct fee and I-20 with an OPT recommendation) no later than 60 calendar days from the student's program completion date and no later than 30 days from the date the I-20 is issued by OGE. Students may be authorized for less than 12 months if an application is not approved and an EAD issued before the 14 month anniversary of the student's program completion date. Students who experience a delay in their program completion after they have applied for post-completion OPT and obtained an EAD may use their EAD for employment, but are limited to twenty hours of employment per week until they have completed all degree requirements - the EAD time clock does not stop and unused time cannot be re-captured. An EAD application cannot be expedited and one that has been issued cannot be canceled or extended. Plan carefully.

OPT Extensions (STEM)
While there is a 12 month maximum period of OPT per academic level available to most students in F-1 status, graduates in certain STEM (Science, Technology, Engineering, and Mathematics) fields may be eligible to apply for an extension of up to 17 months beyond their first 12 month period if certain conditions are met. There is a list of STEM eligible fields at: http://www.ice.gov/sevis/stemlist.htm. Further instructions on STEM OPT extension procedures are available on the OGE website. Interested students should contact OGE at least 4 months before the expiration of the current EAD for instructions and advice.

Travel
Students may travel or temporarily depart from the U.S. while on OPT and then return to resume their OPT employment. Student who are traveling after their OPT has been approved by USCIS must travel with the EAD card and a job offer letter. Students are cautioned to not travel abroad after completion but before the EAD is received or if the student has not received a job offer. Students who wish to travel between their studies and OPT commencement date should make an appointment to speak with OGE If you depart the U.S. during your 60-day grace period without applying for OPT, you will no longer be eligible to return to the US in F-1 status and no longer be eligible to apply for OPT. The 60 day grace period is only valid if you are planning to remain in the U.S. Travel outside the US does not stop the accrual of time towards unemployment.

Documentation to keep during OPT
The Student and Exchange Visitor Program (SEVP) recommends that students maintain evidence (for each job) of the position held, proof of the duration of that position, the job title, contact information for the student's supervisor or manager and a description of the work. If it is not clear from the job description that the work is related to the student's degree, SEVP highly recommends that the student obtain a signed letter from the student's supervisor or manager or the employer's hiring official stating how the student's degree is related to the work performed.

 Additional Information
Students are eligible for one 12 month period of OPT for each successively higher level of study (12 months

after a bachelors, 12 months after a master's program, and 12 months after a PhD program). Students may engage in OPT only during the authorized periods as reflected on their EAD. OPT is cancelled if and when a student changes status or transfers to another school. Students may work for more than one employer or may change employers without prior approval but must update changes in their address and their employment information with OGE. Students on OPT should not be enrolled in a full-time or degree study program and long periods of unemployment may result in termination of status.

In order to accept salary or wage payment from U.S.-based source, it is necessary to obtain a Social Security Number.

Additional information about OPT is on the OPT forms well as on a number of government websites. Students who have additional questions or circumstances that may be unusual should make an appointment to speak with OGE. Students may also contact USCIS directly to ask questions regarding pending applications.

Optional Practical Training (OPT) is an immigration benefit given to eligible F-1 students who wish to engage in employment during and/or after their academic program. The employment must be directly related to the student's field of study at the current education level, and temporary in nature. USCIS (U.S. Citizenship and Immigration Services, an agency of the U.S. Department of Homeland Security) must approve the OPT application based on the OGE recommendation before employment can begin. If approved, USCIS will issue the student an Employment Authorization Document (EAD card) with specific employment eligibility dates.

Types of employment that are allowed for regular pre- and post-completion OPT
All OPT employment is required to be in a job that is related to the student's degree program. Employment under pre- or post-completion OPT may include:

- Paid employment. Students may work part time (at least 20 hours per week when on post-completion OPT) or full time.

- Multiple employers. Students may work for more than one employer, but all employment must be related to each individual student's degree program and for pre-completion OPT cannot exceed the allowed per week cumulative hours.

- Short-term multiple employers (performing artists). Students, such as musicians and other performing artists, may work for multiple short term employers (gigs). The student should maintain a list of all gigs, the dates and duration.

- Work for hire. This is also commonly referred to as 1099 employment where an individual performs a service based on a contractual relationship rather than an employment relationship. If requested by DHS, students should be prepared to provide evidence showing the duration of the contract periods and the name and address of the contracting company.

- Self-employed business owner. Students on OPT may start a business and be self-employed. The student should be able to prove that he or she has the proper business licenses and is actively engaged in a business related to his or her degree program.

- Employment through an agency or consulting firm. Students on post-completion OPT should be able to provide evidence showing they worked an average of at least 20 hours per week while employed by the agency.

- Unpaid employment. Students may work as volunteers or unpaid interns, where this practice does not violate any labor laws. The work should be at least 20 hours per week for students on post-completion OPT. A student should be able to provide evidence, acquired from the student's employer, to verify that he or she worked at least 20 hours per week during the period of employment.

OPT FAQ - What You Need to Know About OPT

Requirements - F-1 students must have maintained status and fulltime enrollment for at least one full academic year and be in good academic standing to apply for OPT. In addition, F-1 students must have maintained the terms and conditions of F-1 status and obtained the recommendation of their academic advisor (DGP) to be eligible for OPT. Also, if a student has engaged in more than 12 months of full-time Curricular Practical Training (CPT), the student is ineligible for any OPT.

What is the Difference Between CPT and OPT - Optional Practical Training (OPT) is a benefit that allows F-1 students to engage in off-campus employment – directly related to their major field of study - either before or after completion of studies for the purpose of gaining real-world experience. The major difference between OPT and CPT is whether or not the "employment" is an integral component of the student's current academic program or part of a co-op experience. Employment that does not meet all CPT requirements may still be possible with OPT. Students who wish to work off campus, but where the employment is not eligible for Co-op or if there is a prohibition about freely discussing the Co-op activities with the academic advisor, should apply for OPT at least 3 months before the proposed employment begin date. Pre-completion OPT time is deducted from one's total period, but OPT does not have the same standard of proof regarding the integral relationship to one's academic program. Note: If a student has engaged in more than 12 months of full-time CPT during his/her F-1 career, the student becomes ineligible for any OPT.

How Many Months Can I Apply For - Most F-1 students are eligible for a maximum of 12 months of OPT for each degree level. If a student does not apply for OPT or use the full period he/she has been authorized for, the student cannot carry this time over for use at a later period. Students MAY apply for less than 12 months for pre-completion OPT. An extension of OPT may be possible for students who have an approved H-1B petition or who have graduated in a STEM field and are currently engaged in full-time post-completion OPT.

What if I plan to do Another Degree, Will I be Eligible for OPT Again - Current regulations allow students the possibility to apply for 12 months of OPT at each consecutive degree level. (i.e., Bachelors, Masters and PhD). Example: A student who completes 12 months of OPT after a Master's degree would become eligible for another 12 months of practical training when he/she changes to and meets the eligibility requirements for a new higher educational level; in this case, a PhD degree.

What is my Program End Date - At the time that the OPT application is submitted, the program end date on the I-20 will be updated to reflect the student's date of completion. The program end date is determined by successful completion of required coursework and varies based on degree level and type of program: • Undergraduate & Master's Non-thesis: program end date is the last day of the final semester of enrollment (Graduation Day). • Master's thesis: program end date is determined by successful defense. Student may choose to use date of defense OR the last day of enrollment as their program end date. If date of defense is after the last day of enrollment, students will use the last day of enrollment as the program end date.

****Please note: OGE defers to the Graduate School to determine enrollment requirements. Unnecessary enrollment after successful defense will not postpone the program end date or allow for delay in the OPT application process.

Can I begin working before I Graduate or Complete my Program - Undergraduate and Master's Non-thesis students may be eligible for part-time or full-time pre-completion OPT during their annual vacation (summer) provided they have pre-registered for fulltime enrollment for the following semester. When school is in session, students may be eligible for part-time pre-completion OPT provided that all employment does not exceed 20 hours per week and the student maintains concurrent full-time enrollment. Master's thesis students are eligible for both pre- and post-completion OPT, and should consult with OGE regarding the benefits of each. (In addition to OPT, CPT might be an option for these circumstances). Please note: Students are ineligible to engage in OPT employment and on-campus employment (i.e., a graduate award) at the same time. Any OPT used prior to completion will be deducted from the 12 month total. Part-time pre-completion OPT is calculated at ½ time rate (i.e., 3 months part-time= 1.5 months full-time OPT). There is no maximum number of hours for full-time, but it is generally considered to be anything more than 20 hours per week. Students should discuss pre-completion OPT with an OGE before making any off-campus employment or program completion plans.

What if I don't finish my degree and I have already applied for OPT - Participation in post-completion OPT is contingent on completion of an academic program (for thesis students, this means completed defense of thesis). **Students should consult with OGE prior to submitting the OPT application if concerned about completing degree requirements. Students who have applied for OPT and fail to complete degree requirements may be at risk for complications to their immigration status and/or ineligibility for OPT.**

When should I apply for OPT - Students must apply for post-completion OPT not earlier than 90 days before the program end date and no later than 60 days after the program end date. Students may apply for pre-completion OPT up to 120 days in advance of the requested work authorization start date. (Note: USCIS must also receive the OPT application no later than 30 days after the I-20 with OPT recommendation issuance date.

How long does it take for USCIS to process my OPT application - OGE strongly recommends that students apply for OPT three months before their program completion date or anticipated employment start date. USCIS has 90 days to process the OPT application. If a student has not received the EAD or other notification from USCIS and 90 days has passed, the student should notify OGE. OGE is unable to inquire about the status of an application unless 90 days has already passed.

What is my OPT start date - Post-completion OPT students must choose an OPT start date on a day that comes AFTER their program completion date, but before the end of the 60 day grace period. When choosing an OPT start date, please be aware that it may take 2-3 months for USCIS to process the OPT application. Students should choose an OPT start date several weeks into the future. in order to allow time for the OPT application to be processed. There is no guarantee that students will be approved for the OPT start date they have requested. ***Post-completion OPT students are not eligible to work between the program end date and the OPT start date as indicated on an approved OPT EAD.

Do I need a job offer before I apply for OPT - It is not necessary to have a job offer before applying for an initial period of OPT. However, students must be working full-time in a temporary job commensurate with their degree level and field of study in order to maintain valid F-1 status during the OPT period. USCIS limits students to 90 days of unemployment during the OPT period. Students should carefully document all attempts to seek full-time employment (copies of resumes, applications, correspondences) and/or all periods of full-time employment. Students should also notify OGE of periods of unemployment.

When can I start working - Students are eligible to begin work once they have received the EAD, the begin date on the EAD has passed and they have completed their academic program. Examples: Can I start working before I receive my EAD card? No. Even if the requested OPT start date has passed, a student is not eligible to begin working until the EAD has been received. (This includes work at UNCP. Once a student has received the EAD card, he/she may be eligible for on-campus employment in non-student position that is commensurate to

his/her degree level and field of study.) If I've received the EAD, can I begin working before the begin date on the card? No. Student cannot begin working before the OPT start date on the EAD.

What is my status once I have applied for OPT - During the OPT period, students are considered to be in lawful F-1 status provided that they are employed full-time in a job related to their current degree level and field of study, and do not accrue more than 90 days of unemployment.

Can I travel while on OPT - Students are eligible to travel during the OPT period if they are re-entering the country to resume or commence employment.
Students should present the following documents at the port of entry.
- Passport (valid 6 months into the future)
- Valid F-1 visa
- I-20 (recently signed by OGE)
- EAD
- Letter from employer on company letterhead which provides the job title and description, hours per week, and effective dates of employment.

OGE does not recommend that students travel while the OPT application is pending. OGE does not recommend travel for students that are unemployed during the OPT period. Traveling outside the U.S. does not stop the accrual of unemployment. ***Please note: A student's ability to re-enter the U.S. during OPT is determined by the port of entry official – OGE can make no guarantees regarding travel during OPT.

How long can I remain in the U.S. after OPT - As long as a student has maintained valid F-1 status throughout the OPT period, he or she is allowed a 60 day grace period. The grace period begins on the first day after the OPT end date. During this time, students are considered to be in F-1 status, but are no longer eligible to work.

Can I take classes while on OPT - While engaged in post-completion OPT, students are eligible to engage in coursework as long as it is incidental to their OPT employment (limited to part-time enrollment.) OPT is effectively cancelled by official SEVIS transfer to another school or change in academic level. Students interested in changing schools or academic levels should consult with OGE about their OPT employment.

What if I decide to transfer to another school - While engaged in post-completion OPT, students are eligible to engage in coursework as long as it is incidental to their OPT employment (limited to part-time enrollment.) OPT is effectively cancelled by official SEVIS transfer to another school or change in academic level. Students interested in changing schools or academic levels should consult with OGE about their OPT employment.

During OPT can I work an unpaid or volunteer position - While searching for full-time employment, students may engage in volunteer work or unpaid internships that directly relate to their field of student and that do not violate any labor laws. These students must be able to provide evidence from the employer that the student worked at least 20 hours per week during the period of employment. Student will need to update their employment information with OGE.

Am I required to report OPT employment to OGE - Throughout the OPT period, students are required to notify OGE of any changes in their name, address, and/or immigration status. Students are encouraged, but not legally required, to report changes in employment. Students should update OGE of employment changes. Additionally, students are personally responsible for documenting all periods of employment and unemployment during OPT. This documentation should include job title and description for all employment, start date of employment, change in employer, termination of employment, change in job locations, and change from full-time to part-time employment. Students are also encouraged to document their job search by keeping

a list of the companies applied to and printing any correspondence with companies. Students can make all updates to employment on their own through the SEVP portal.

What if I decide to leave the U.S. for the remainder of my OPT period - If a student decides to depart from the U.S. for the remainder of the OPT period, the student must notify OGE using the Student Departure Form. Departure from the U.S. does not automatically "cancel" OPT or interrupt the accrual of unemployment. Students must notify OGE to ensure that OPT is effectively canceled.

Does OGE require proof of health insurance during OPT - During the OPT period, OGE will no longer require proof of insurance. However, it is strongly recommended that students have health insurance throughout the entire OPT period.

Reporting Requirements

If you are in F-1 status (OPT or OPT STEM in future), OGE continues to manage your immigration record. This means that you have to continue to report certain information to OGE to maintain your F-1 immigration status. You must report the following information:

1. Change in address (within 10 days of the change occurring):
2. Change in employment situation.
3. Change in visa status. Please submit a copy of proof of your new status (e.g. I-797 Approval Notice), so we can close your F-1 record. Please e-mail this to OGE@uncp.edu
4. Transfer to another school to start a new degree program.
5. Change to a new degree program at UNCP.
6. Departure from the US.

What to expect after filing your application with USCIS

1. You will receive an electronic notification (based on your G-1145 Form) that the USCIS Service Center has received your application and has begun the review process. This notification contains your case number, which allows you to look up your case status on the USCIS website: http://www.uscis.gov/portal/site/uscis
2. Within 3 weeks after the date USCIS has received your application, you should receive a hard copy receipt notice indicating that your case is in progress. This notice will be mailed to the address listed on your Form I-765. Please check for accuracy.
3. Next, you will receive a decision regarding your case. If approved, you'll receive the decision and the EAD card together.
4. Please send a copy of the EAD card to OGE via e-mail at OGE@uncp.edu.
5. You may start employment once you have your EAD card in hand and the start date on your card has passed.

If you receive any other notifications from USCIS, please contact OGE immediately. If you need to change your mailing address due to unforeseen circumstances, please contact OGE

To Be Completed By Student

LAST Name _____ First Name _____

Banner ID _____ SEVIS ID _____

Major _____ Degree Level _____

Email _____ Phone _____

Requested OPT Start Date _____ Anticipated Program End Date _____

Statement of Understanding: OPT
Please carefully read each statement below, check all the boxes on this form and sign and date at the bottom. Send this completed form to the OGE immigration specialist when applying for the Form I-20 with OPT recommendation.

- I assume responsibility for mailing and receiving my I-765 OPT application myself & understand that OGE is not responsible for its delivery, return, accuracy of contents, time of processing, positive or negative decisions, or accuracy of results. The application I am submitting to USCIS is my own petition, & should I encounter any delay or difficulty in delivery/receipt, I will inquire with the carrier or USCIS directly.
- I will provide OGE with a legible copy of any approval, notice of action, denial (or "Intent to Deny"), request for evidence (RFE), EAD, corrected documents, etc., as soon as they are delivered; & I understand that OGE will not update any internal files, University records or SEVIS records until they have received such copies.
- I understand that any & all employment during the OPT period must be related to the field of study at my most recent degree level.
- If I am engaged in on-campus employment (including grad award) I understand that I cannot continue working beyond my program end date indicated in item 5 of my most recent I-20 (last day of semester or defense date). I also understand that it is my responsibility to uphold my commitment to my on-campus employment and that OGE does not recommend that a student interrupt employment mid-semester in order to pursue OPT.
- I understand that I have provided OGE with a program end date (last day of semester or thesis defense), & that my I-20 document will be updated to reflect this as my program end date. I understand that it is my obligation to uphold that date, either by successful completion of my degree requirements or defense of my thesis, & that failure to do so may result in complications to my immigration status or ineligibility for OPT. If completing a master's, I understand I must also meet all degree requirements & deadlines of the UNCP Graduate School.
- I understand that unemployment during the OPT period is limited to 90 days & that OGE recommends that I document all efforts to seek employment, especially during periods of unemployment. I understand that if I exceed the 90 days of unemployment, OGE is not required to take action to terminate my status, but that there may be future consequences to my immigration status or eligibility for future visa benefits if I remain in the US unemployed for more than 90 days.
- I understand that I am required to update OGE with any changes to my name, address, &/or non-immigrant visa status throughout the OPT period (including STEM extension) & that I am personally responsible for documenting all periods of employment and unemployment during the entire OPT period.

_____   _____
Student Signature   Date

To Be Completed By Advisor

The named above will apply to the U.S. Citizenship and Immigration Services (USCIS) for Optional Practical Training (OPT). It is necessary for the student to be in good academic standing and eligible. OPT should not delay a student's academic progress nor excuse a student from maintaining full-time university enrollment requirements until the degree is completed.

For Undergrads and Non-Thesis Students ONLY

Non-thesis and undergraduate students may only use the last day of their final semester (which reflects the semester in which they complete their degree requirements) as their program completion date.

Current GPA _____ Final semester of enrollment for degree requirements _____

Name _____

Email _____ Phone _____

_____ _____
Signature   Date

Does the student work on campus or have a graduate award this semester? ____ Yes ____ No

Grad award/work termination date _____ Personnel Rep. Name _____

Email _____ Signature _____

For Graduate Thesis Students ONLY

Current GPA _____ Final semester of enrollment for degree requirements _____

What semester did/will the student complete all course requirements, aside from thesis or equivalent? _____

Does the student have a graduate award this semester? ____ Yes ____ No

Grad award termination date _____ Personnel Rep. Name _____

Email _____ Signature _____

Name of Grad Director _____ Defense Date _____

Email _____ Phone _____

_____ _____
Signature   Date

Advisor Name _____

Email _____ Phone _____

_____ _____
Signature _____   Date _____