

Certification of Academic Department Official for Optional Practical Training

This form provides OISS with information when a students in F-1 student status is seeking a period of employment authorization for F-1 Optional Practical Training (OPT). Please complete this form and return it to the students. Please note that students in F-1 status may apply for a period of work authorization from the Immigration and Naturalization Service, called OPT. F-1 regulations permit a student to apply for OPT during one of the following times: while school is in session for up to 20 hours per week; during vacation periods, after completion of graduate course work but before deposit of thesis or dissertation; or after completion of studies.

Student Name _____

Major Field _____

.....

Name of Academic Advisor/ Graduate Coordinator _____

Office Address _____

Phone _____ Email _____

Please complete the appropriate section (A or B):

- A. **Complete this section if the student is applying for work permission to begin prior to completion of studies:**

This student has completed all required course work for a graduate program, and is working on thesis: _____ (Yes) _____ (NO). The student will complete all degree requirements by the following date: _____

- B. **Complete this section if the student is applying for work permission to begin after completion of studies:**

The student has completed/ will complete all degree requirements by the following date:

Important: students may not work on campus after the date of completion of studies noted on the practical training application form. Those with assistantships may use the final day of their appointment as a completion date for studies.

I certify the above information to be true and correct.

Signature

Date

OPT Start Date: _____