



The purpose of this form is to verify certain factors that may impact a student's eligibility to apply for Pre-completion Optional Practical Training.

Key eligibility requirements for Pre-OPT, as set forth by federal government regulations and university policies, include the following:

- Student has maintained valid F-1 student status
- Student has been enrolled as a full-time F-1 student in the U.S. for at least 1 academic year (Note: Language training and non-degree programs do not count toward one academic year.)
- Student has engaged in fewer than 365 days of full-time CPT at the current degree level
- Student has not engaged in 12 months of OPT (Pre- and/or Post-) at the current degree level
- Student is registered for a full-time, on-ground course load for the academic term during which Pre-OPT is being requested, unless Pre-OPT is going to take place during the annual vacation period

#### **How do I submit this request?**

After getting Part II and III of this form completed by the academic department, students need to submit the [Pre-OPT recommendation I-20 request e-form](#) and upload this form along with other required documents.



**Part I: Student Information (to be completed by student)**

Name \_\_\_\_\_  
Surname Given Name

Northeastern ID: \_\_\_\_\_ Major: \_\_\_\_\_

Pre-OPT Requested dates: \_\_\_\_\_ to \_\_\_\_\_ (end date of Pre-OPT cannot be past the completion date)

Pre OPT will be:  Full time (more than 20 hours/week)  Part time (20 or less hours/week)

**Part II: Verification (to be completed by the academic advisor and/or SEVIS contact)**

This student has been enrolled in a full-time course load during each required academic term of their program, has maintained appropriate on-ground presence throughout their program, and has been making normal progress toward completing their course of study.

This student has completed all coursework except for thesis or dissertation.

Will this student have an SGA during the period of requested Pre-OPT dates?  YES  NO

Please note students on Pre-OPT cannot participate in an SGA position.

**Program Completion term:**

**Semester Based Programs**

- Fall (December 20)
- Spring (May 8)
- Summer I (July 2)
- Summer II & Full Summer (August 29)
- Other: \_\_\_\_\_ (i.e. Law school, thesis/dissertation)

**Quarter Based Programs**

- Fall (December 19)
- Winter (April 6)
- Spring (July 3)
- Summer (September 3)

**Program Completion Year:**

\_\_\_\_\_

**Part III: Signature**

**Academic Advisor or Authorized Secondary Approver: General Request (Authorized Secondary Approver signature is required for Graduate students and all CPS students if the Academic Advisor is different from the Secondary Approver).**

Name (please print): \_\_\_\_\_ College: \_\_\_\_\_

Signature of Academic Advisor/  
Authorized Secondary Approver \_\_\_\_\_ Date: \_\_\_\_\_