

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 will be expected to register 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 an Authorized Secondary Approver: General Request)**

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.

**Please complete the attestation below only if the student is the recipient of a Stipended Graduate Assistantship (SGA)**

Students are not eligible to maintain their Stipended Graduate Assistantship (SGA) during a period of Pre-OPT. I confirm that the student will not be receiving their SGA during this period.

**Program Completion term:**

**Semester Based Programs**

- Fall (December 20)
- Spring (May 8)
- Summer (August 29)
- Other (i.e. thesis/dissertation)

**Quarter Based Programs**

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

**Program Completion Year:**

\_\_\_\_\_

**Part III: Signature by Authorized Secondary Approver: General Request**

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

Signature of Authorized Secondary Approver \_\_\_\_\_ Date: \_\_\_\_\_