

This document certifies the student's **anticipated date of completion of a program of study**.

The student must complete Part I of the Certificate of Program Completion and have Part II & Part III completed by the academic department. Once the student has the completed document from their academic department, they must submit the request the appropriate OGS e-form with the document uploaded.

If this request is approved, OGS will adjust the end date of the student's program on their Form I-20 to the date listed on section II of this form.

When do I need to use this form?

Use this form if you plan to request a Post-OPT Recommendation I-20 from OGS, and then ultimately submit an OPT application to USCIS.

How do I submit this request?

After getting Part II and III completed by the academic department, students need to submit the request via the appropriate e-form.

Navigate to the [OGS Post-OPT Central](#) within your myOGS account. You will need to complete a Post-Completion OPT Quiz and then will be able to request a new I-20 with the OPT recommendation.

Note about mid-semester degree conferrals

Mid-semester degree conferral dates are handled by exception and require the college's approval. The date must align with the mid-semester degree conferral date as published in Northeastern's academic calendar.

Changes to Anticipated Date of Completion

If a student's anticipated date of completion changes after the Certificate of Program Completion has been submitted, or after a student's Post-Completion employment application has been submitted to USCIS, **please contact OGS immediately** for specific advising. It is the student's responsibility to timely report these changes.

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

Name _____
Surname
Given Name

Northeastern ID: _____ Major: _____

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 could not maintain a full-time course load and/or appropriate on-ground presence during each required academic term of the program for the following reason(s):

Program Completion term:

Semester Based Programs

- Fall (December 20)
- Spring (May 8)
- Summer (August 29)
- Other (thesis/dissertation): _____
- Other (mid-semester degree conferral) _____

Quarter Based Programs

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

Program Completion Year:

IMPORTANT: On-campus employment and Graduate Assistantships **must end** by the end of the term in which you are enrolled. Your current I-9 at SEO will be adjusted accordingly.

If you select "Other", any student employment or SGA must end by the date specified.

Part III: Signature *(to be completed by the Academic Advisor/Authorized Secondary Approver: General Request)*

*By signing below, you acknowledge that this student is expected to complete their academic program at the end of the term listed above. Please **do not sign** this form if the student does not/is not expected to meet the criteria to successfully complete by this time.*

Authorized Secondary Approver: General Request (required):

Print Name & Title: _____

Signature: _____ Date: _____