Optional Practical Training Recommendation

To: Academic Advisors or Authorized Department Personnel

F-1 students are eligible to apply for Optional Practical Training (OPT). OPT is employment in a job directly related to the student’s field of study and is intended to enhance and supplement the formal, classroom education. Such employment must be recommended by the student’s Academic Advisor and an International Student Advisor at the Davis International Center. The employment is authorized by the U.S. Citizenship and Immigration Services (USCIS.) To be eligible for OPT, a student must be a full-time student for at least one academic year and in F-1 immigration status at the time of application. Situations in which a student may be eligible to apply are limited to:

**UNDERGRADUATE STUDENTS**
- **Full or part-time employment** during annual vacations if the student is enrolled and intends to register for the next semester. Employment may begin after the final day of the examination period for the spring term.
- **Part-time employment** (20 hours per week or less) while school is in session.
- **Full-time employment** after completion of course requirements and confirmation of degree. Employment may begin after the final day of the examination period for the spring term.

**GRADUATE STUDENTS**
- **Full or part-time employment during annual vacations** if the student is enrolled and intends to register for the next semester. Employment may begin after the final day of the examination period for the spring term.
- **Part-time employment** (20 hours per week or less) **while school is in session.** Note: While school is in session, a student may only work a total of 20 hours per week. Students may NOT hold an AI (Assistant in Instruction) or AR (Assistant in Research) in conjunction with OPT.
- **Full-time or part time employment after completion of course requirements** but while working on the thesis. A student holding an AI or AR who wishes to also work off campus MUST have a full-time OPT authorization. DCE students are only eligible to apply for part-time OPT. DCE students wishing to work full-time must change their status to ETDC.
- **Full-time employment after enrollment ends** (ET/DCC).
- **Full-time employment after completion of program.** The Graduate School defines the completion of program as follows:
  - The last day of the month in which a FPO occurs for students who defend their dissertation between July 1 and April 30.
  - June 30 for students who defend after April 30 and before June 30.
  - June 30 for Master’s degree students.
  - January 31 for students in the 18-month Master’s degree program in Architecture.

**NOTE:** For immigration purposes, FPO date may also be used as a completion date and students may start working immediately following their defense.

F-1 students are eligible for a total of 12 months of OPT per each advanced degree level. Students may not start employment before they receive their work authorization. Applications may be submitted to the USCIS up to 90 days prior to an employment start date (for pre-completion OPT) or up to 90 days prior to a program completion date. USCIS must receive applications no later than 60 days after completion date. However, OPT start date must be no later than 60 days after the completion date. Students are advised to apply for OPT as soon as they are eligible to apply, as applications are taking up to three months to process at a USCIS Service Center.

Before an international student advisor at the Davis IC can recommend a student’s OPT, we must have the student’s academic advisor recommendation for OPT. Please complete the form on reverse and return it to the student so that s/he can attach it to other required documentation and bring it to the Davis IC. Should you have any questions, please contact the Davis IC at (609) 258-5006 or puvisa@princeton.edu
Optional Practical Training Academic Advisor Recommendation
Please complete one of the following sections:

AFTER DEGREE
For students applying for OPT to commence after completion of program. This also applies to graduate students applying for OPT to commence after their enrollment ends (ET/DCC).

<table>
<thead>
<tr>
<th>Please complete this section for Undergraduate Students ONLY:</th>
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<tbody>
<tr>
<td>This is to certify that _________________________________ (student’s name) has completed or is expected to complete all requirements for a Bachelor's degree in the concentration of ______________________________ on <em><strong>/</strong></em>/___ (month/day/year).</td>
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<th>Please complete this section for Master’s Students ONLY</th>
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<tr>
<td>This is to certify that _______________________________ (student’s name) has completed or is expected to complete all requirements for a Master’s degree in the field of _______________________________ on <em><strong>/</strong></em>/___ (month/day/year).</td>
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<th>Please complete this section for PhD students ONLY</th>
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<tr>
<td>This is to certify that _____________________________ (student’s name) has completed or is expected to complete all degree requirements (including FPO) for a PhD degree in the field of _______________________________ on <em><strong>/</strong></em>/___ (month/day/year). If the student hasn’t held FPO yet but their enrollment is ending, ET/DCC status will be effective (please check one): July 1 __ September 1 ___ or February 1 <em><strong>. These are normally effective ET/DCC start dates as conferred by the Graduate School. If the Graduate School approves a different ET/DCC effective date, that date is: <em><strong>/</strong></em>/</strong></em> (month/day/year).</td>
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Printed Name of Academic Advisor or Authorized Personnel
____________________________________________
Signature of Academic Advisor or Authorized Personnel
____________________________________________
Telephone Number and E-mail Address
____________________________
Date
__________________________

VACATION AND PART-TIME DURING THE SCHOOL YEAR EMPLOYMENT
For students applying for OPT to commence during summer vacation (part-time or full-time) or during the school year (part time ONLY):

I endorse ______________________________ (student’s name) request for: ( ) full-time OPT ( ) part-time OPT from ___/___/___ (month/day/year) to ___/___/___ (month/day/year). The earliest students may begin their summer employment is a day after Spring examination. Summer employment must end before the academic year start date. Student’s anticipated program completion date is ________.

Printed Name of Academic Advisor or Authorized Personnel
____________________________________________
Signature of Academic Advisor or Authorized Personnel
____________________________________________
Telephone Number and E-mail Address
____________________________
Date
__________________________

PART-TIME OPT FOR STUDENTS IN DCE STATUS (PhD Students ONLY)
For students applying for part-time OPT to commence while they are in DCE status. This employment may only be part-time, professionally necessary and unlikely to hamper time to degree. If students wish to work full-time, s/he will have to change status from DCE to ET/DCC.

All coursework for the PhD degree in the field of ______________________________ has been completed on ___/___/___ (month/day/year). The student is expected to defend his/her dissertation by ___/___ (month/year). |

Printed Name of Academic Advisor or Authorized Personnel
____________________________________________
Signature of Academic Advisor or Authorized Personnel
____________________________________________
Telephone Number and E-mail Address
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Date
__________________________