

## OPTIONAL PRACTICAL TRAINING Academic Advisor's Recommendation Form

| If your final semester is | New I-20 Completion Date | Period you may apply to the International Student Office for an OPT I-20 form | OPT Begin Date Choices   |
|---------------------------|--------------------------|---|--------------------------|
| Summer 2016               | 09/01/2016               | 06/01/2016 to 10/31/2016  | 09/02/2016 to 11/01/2016 |
| Fall 2016                 | 12/21/2016               | 09/21/2016 to 02/19/2017  | 12/22/2016 – 02/19/2017  |
| Winter 2017               | 01/24/2017               | 11/24/2016 to 03/23/2017  | 01/25/2017 – 03/23/2017  |
| Spring 2017               | 05/26/2017               | 02/26/2017 to 07/25/2017  | 05/27/2017- 07/25/2017   |

Post-Completion OPT means that the start date occurs after your graduation date.

NOTE: If the completion date on your I-20 is beyond your graduation date, then the OISSS must shorten it to match your graduation date. This form is provided for your convenience. The information requested is needed to comply with U.S. Citizenship and Immigration Services (USCIS) regulations. The international student named below is applying for Optional Practical Training (OPT).

### STUDENT COMPLETES THIS SECTION:

Student Name: \_\_\_\_\_ (as written on I-20)  
*LAST* *FIRST*

CUNY ID Number: \_\_\_\_\_

SEVIS ID NUMBER: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

If you want your OPT I-20 and instructions mailed to you check here

Current Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Previous Periods of Practical Training, if any:

| Curricular Practical Training | Dates of CPT | Optional Practical Training | Dates of OPT |
|-------------------------------|--------------|-----------------------------|--------------|
|                               |              |                             |              |
|                               |              |                             |              |
|                               |              |                             |              |

**For the EAD card:** You must select a start and end date for the OPT period.

If you are applying for Post-Completion OPT, your start date must be AFTER your degree conferral date and the end date is 365 days after the start date.

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**ADVISOR COMPLETES THIS SECTION:**

The student named above, will complete/has completed all requirements for:

- (Check one)  Bachelor's
- Master's
- PhD

Student's Field of Study: \_\_\_\_\_

**I have had a discussion with this student. I confirm that he/she will complete all the requirements for the current program of study at the end of the:**

Fall 20\_\_\_\_\_ Spring 20\_\_\_\_\_ Summer 20\_\_\_\_\_

**NOTE: If the student does not graduate by the above date and has applied for Post-Completion OPT, they must contact OISSS immediately to apply for an Extension of Stay and discuss the loss of full-time OPT.**

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Name & Title (please print)

\_\_\_\_\_  
Department (please print)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date Signed (month/ day/ year)

\_\_\_\_\_  
Preferred Email Address

*Once you receive a recommendation for post-completion OPT from your Designated School Official (DSO) to pursue OPT, you must apply for an employment authorization document (EAD) with USCIS **within 30 days of the I-20 issue date**. Additionally, you may file up to 90 days prior to your program end-date and not later than 60 days after your program end date.*

If you currently have a job offer please complete the following: (Please Print)

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (include ZIP code)

The City College of New York is required by federal regulation to continue to maintain your SEVIS record for the full period of Optional Practical Training, including any extension. By signing this form below, you certify that the above information is true and correct, and that you understand and will comply with the following SEVIS requirements:

- I have reported my current name, US address and e-mail address on the front of this application form.
- I will report any change to my current name or address to The City College's Office of International Student and Scholar Services within ten days of the change.
- I will report any changes in employment information (including periods of unemployment) to The City College's Office of International Student and Scholar Services within ten days of the change.
- I understand that while authorized for Post-Completion OPT, I cannot be unemployed for more than a total of 90 days in the aggregate.

\_\_\_\_\_  
Student Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date