



SMU

International Student & Scholar
Services Office: ISSS

OPTIONAL PRACTICAL TRAINING Completion of Degree Information Form

Name of Student: _____ SMU ID #: _____

Major: _____ Degree level: Bachelors Master's Doctoral

To Be Completed by Dean or Academic Advisor

Dear Dean or Academic Advisor,

Please check one of the categories below that applies to the above named student, and supply the requested dates (categories 1 and 2 only). OPT allows a student to work up to 12 months anywhere in the U.S. in a field related to his/her major. Immigration regulations allow students to apply for OPT 90 days before their *expected completion date* and within their 60 days of grace period. Please Note: The expected completion date IS NOT the actual graduation date. It is the last day of final exams OR the date at which the final project or paper is due. This date should occur before the graduation date in most cases. Also note that OPT may be used by a student currently enrolled during the student's annual summer vacation or for 20 hours a week or less while school is in session.

Category 1: This student is expected to complete all degree requirements on: ____/____/____
A reasonable projection of the completion date is acceptable. (month day year)

Please check one of the following:

- Student is applying for post-completion (full-time) OPT.
- Student is applying for pre-completion (part-time) OPT (20 hours or less per week) during the semester while enrolled as a student.
- Student is applying for pre-completion (full-time) OPT during the student's annual vacation and will continue with his/her studies the following semester.

Category 2 (graduate students only): This student has completed all course work and is now in the thesis or dissertation phase of his or her degree program. I have no objection to this student beginning full-time employment under Optional Practical Training while working on his/her thesis or dissertation.

Name: _____ Select one: Dean Academic Advisor

Signature: _____ Date: _____

Purpose of this form: Applications for OPT are now processed by mail only. It may take 30 to 90 days for the students to receive their work authorization card from the USCIS. Completing this form allows students to begin the lengthy application process so they can inform employers of their availability by a specific date or begin work upon completion of their studies. **USCIS application forms require an actual or expected date of completion of degree requirements.** Students who have to delay the application process may risk the loss of job opportunities since they will not be able to commit to job offers until their authorization card arrives. According to immigration regulations, compliance with the regulations concerning OPT is ultimately the responsibility of the student. No liability or responsibility for the student's compliance is assumed by signing this form. If you have any questions or concerns about this process, please feel free to contact the International Office, which is formally authorized by the USCIS to assist F-1 visa students with immigration issues and requests (Tel: 214-768-4475).