



Princeton University – Davis International Center

Optional Practical Training (OPT)

Advisor Recommendation Form

To: Academic Advisors, Directors of Graduate Studies, Residential College Deans, Directors of Studies, Graduate School Academic Affairs or other authorized personnel

Optional Practical Training (OPT) is a temporary employment that is directly related to the student's major area of study and is intended to enhance and supplement the formal, classroom education. Such employment must be recommended by the student's Academic Advisor or Director of Graduate Studies (graduate students) or Residential College Dean or Director of Studies (undergraduate students) and an International Student Advisor at the Davis International Center. The employment is authorized by the U.S. Citizenship and Immigration Services (USCIS). Situations in which students may be eligible to apply for OPT are limited to:

Undergraduate Students:

- **Employment during Summer Vacation** - if the student is enrolled in the spring semester and intends to register for the fall semester. Employment may begin after the final day of the spring examination period and must end before the fall semester start date. Employment may be part-time (up to 20 hours per week) or full-time (more than 20 hours per week).
- **Employment during Academic Year** – while school is in session, students may only apply for part-time OPT (up to 20 hours per week).
- **Employment after Graduation** – after completion of course requirements and thesis. Your OPT must be full-time and you must work 20 hours or more per week.

Graduate Students:

- **Employment during Summer Vacation** – if the student is enrolled in the spring semester and intends to register for the fall semester. Full-time employment may begin after the final day of the spring examination period and must end before the fall semester start date. OPT can be full-time (more than 20 hours per week) or part-time (20 or less hours per week). Your OPT eligibility and the number of hours you can work is determined by the Graduate School employment policy.
- **Employment during Academic Year Prior to Completion of All Course Requirements** – students may generally apply for part-time OPT (up to 20 hours per week). However, your OPT eligibility and the number of hours you are allowed to work is determined by the Graduate School employment policy.
- **Employment after Completion of All Course Requirements, Prior to Thesis (PhD students only)** - immigration regulations allow these students to apply for either full-time (more than 20 hours per week) or part-time OPT (20 or less hours per week). However, you must comply with the Graduate School employment policy.
- **Employment after Enrollment Ends (ET/DCC)** – for immigration purposes, the ET/DCC effective date is considered as the program completion date. Students must apply for full-time OPT and must work 20 hours or more per week to maintain F-1 status.
- **Employment after FPO/Graduation** – students must apply for full-time OPT and must work at least 20 hours per week to maintain F-1 status.

Academic Advisors, Directors of Graduate Studies, Residential College Deans, or Directors of Studies: please complete the form on reverse and return it to the student so that they can bring it to the Davis IC with other required documentation. Should you have any additional questions, please contact the **Davis International Center** at (609) 258-5006.



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INSTRUCTIONS: Academic Advisor or Director of Graduate Studies (Graduate Students), Residential College Dean or Director of Studies (Undergraduate Students) must complete one of the following sections. **Form is not to be completed by the student.** Graduate students applying for pre-completion OPT must also receive Graduate School Academic Affairs approval.

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

FOR UNDERGRADUATE STUDENTS ONLY:

This is to certify that _____ (student's name) has completed (or is expected to complete) all degree requirements for a Bachelor's degree in the concentration of _____ on _____ (date).

FOR MASTER STUDENTS ONLY:

This is to certify that _____ (student's name) has completed (or is expected to complete) all degree requirements for a Master's degree in the field of _____ on _____ (date).

FOR PHD STUDENTS ONLY:

This is to certify that _____ (student's name) has held or is expected to hold their FPO for a PhD degree in _____ on _____ (date). If the student has NOT held FPO yet but their enrollment is ending, ET/DCC status will be effective on: _____.

PRE-GRADUATION SUMMER AND ACADEMIC YEAR EMPLOYMENT – Undergraduate and masters students can only engage in part-time OPT while school in session, but during official academic breaks, they can engage in part-time or full-time OPT. PhD students who have not yet completed all required coursework are also subject to the same limitations. All graduate students must comply with the Graduate School employment policy. The earliest that undergraduate, masters, and PhD students still completing coursework may begin full-time summer employment is the day after spring examinations end. Full-time summer employment must end before the fall semester start date.

Part-time employment is up to 20 hours per week, full-time employment is more than 20 hours per week.

This is to certify that _____ (student's name) request for:
 Full-time Part-Time OPT from _____ to _____. Student's anticipated completion of studies date is _____.

 Printed Name of Academic Advisor/DGS/RCD/Director of Studies

 Signature

 Date (mm/dd/yy)

Graduate Students Applying for Pre-Completion OPT Only:

 Assistant Dean Murphy or Assistant Dean Hill Signature

 Date (mm/dd/yy)