



Princeton University – Davis International Center

Optional Practical Training (OPT)

Advisor Recommendation Form

To: Academic Advisors (GS), Directors of Graduate Studies (GS), Residential College Deans (UG), Assistant Deans for Studies (UG)

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 (Undergraduate Students for Pre-Completion Academic Year employment ONLY) 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, and an IMC is not an option for them, then the student can apply for Pre-OPT. 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). This form is required for summer employment.
- **Employment during Academic Year** – while school is in session, students may only apply for part-time OPT (up to 20 hours per week). This form is required for Academic Year employment.
- **Employment after Graduation** – after completion of course requirements and thesis. OPT must be at least 20 hours or more per week. This form is NOT REQUIRED for employment after graduation.

Graduate Students:

- **Employment during Summer Vacation or Academic Year:** If CPT is not an option, you may see if you qualify for Pre-OPT (OPT employment prior to graduation) instead. This form is NOT REQUIRED for Pre-OPT Graduate Students. Instead, Graduate Students must secure approval through the External Opportunity (EO) system prior to beginning employment on Pre-OPT. Please speak with your Davis IC advisor in these instances because we will accept your application before you secure EO approval so that your application can be submitted to USCIS in a timely fashion. However, you must have the EO approval before you can begin employment.
- **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, students 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, Assistant Deans for 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), or Residential College Dean or Assistant Dean for Studies (Undergraduate Students applying for Academic Year Pre-OPT only) must complete one of the following sections. **Form is not to be completed by the student.**

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 MASTER STUDENTS ONLY:

This is to certify that _____ (student's name) is expected to complete or has completed 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) is expected to hold or has held their FPO on _____ (date). If the student WILL NOT hold their FPO prior to their enrollment ending, ET/DCC status will be effective on: _____.

UNDERGRADUATE PRE-GRADUATION EMPLOYMENT – Undergraduates can only engage in part-time OPT while school in session. Part-time employment is up to 20 hours per week. Employment may be full-time (more than 20 hours per week) on official school breaks.

This is to certify that _____ (student's name) request for:
 Full-time Part-Time OPT from _____ to _____ has been reviewed.

Name of Academic Advisor (GS), DGS (GS), RCD (UG)
or Assistant Dean for Studies (UG)

Signature

Date (mm/dd/yy)