



F-1 Optional Practical Training (OPT) Recommendation Request

Submit this completed form to an OISS advisor with your passport, I-94 card, and I-20.

A. This section is to be completed by the student.

Family Name _____ First Name _____
 NYU ID# _____ E-Mail _____
 Field of Study _____ Expected Completion Date _____

I am requesting a recommendation for:
 _____ Pre-Completion OPT (Before completion of degree requirements)
 _____ Part-Time (no more than 20 hours per week)
 _____ Full-Time (over 20 hours per week)

_____ Post-Completion OPT (after completion of degree requirements, full time only)

I would like to work from (begin date) _____ to (end date) _____

- This is the first time I've requested OPT from any U.S. college or university.
- I have previously requested OPT, from NYU and any other U.S. institution, as follows:

Dates Requested	Part Time or Full Time	U.S. Institution	Degree Level

I understand that OPT restricts me to employment or volunteer activity (for post OPT only) in my field of studies and commensurate with my degree level. Further, I understand I must notify oiss.records.update@nyu.edu within ten days of changes during post completion OPT, including: change of name, address, change of employer, unemployment of ten days or more, deciding to depart the U.S., return to school full time, change status, or otherwise cease OPT activity.

Student's Signature _____ Date _____

B. This section is to be completed by the department chair, academic advisor, or program coordinator.

The above-named student is requesting the OISS' recommendation for employment authorization in his/her field of study. In order to issue a recommendation, we are required to obtain the following information. Please complete and sign the section below. If further information is advisable or necessary, describe in an accompanying letter.

Please verify the following three statements are accurate by checking them:

- _____ The student is expected to complete his/her degree requirements by (mm/dd/yy) _____.
- _____ The student is in good academic standing and is making normal progress toward degree completion.
- _____ The proposed employment is related to the student's field of study and is commensurate to the level of study.

Name _____ Title _____
 Department _____ School _____
 E-Mail _____ Extension _____
 Signature _____ Date _____

08.08

