

Office of International Services  
Optional Practical Training (OPT) Request Form

SECTION A: TO BE COMPLETED BY THE STUDENT

Family Name  First Name   
Date of Birth  JHU Email  Other Email

Requested OPT Start Date  Requested OPT End Date

Type of OPT Requested:

Pre-Completion: hours per week:

Post-Completion

*I understand that while on OPT I am responsible for the following:*

- *Obtaining a travel signature on my I-20 prior to international travel*
- *Notifying OIS of changes in my residential address, telephone and/or email address*
- *Notifying OIS of changes in my employer or my employment status*
- *Notifying OIS of changes in my immigration status (for example, to H-1B)*

Student's Signature (type name here)  Date

SECTION B: TO BE COMPLETED BY THE ACADEMIC ADVISOR

The recommendation below is required for the Office of International Services (OIS) to evaluate eligibility for Optional Practical Training (OPT). OPT is employment authorization to work in a position related to the student's program of study. OIS has final legal responsibility for determining that the student meets the immigration requirements for OPT.

Please complete the section below and return to the student for submission to OIS.

To provide the recommendation for OPT, we must have certification from the student's Academic Advisor which indicates the expected date of completion of the student's degree requirements. A graduate student may also qualify for OPT upon completion of all coursework with only a thesis/dissertation remaining. **Please note that the date of completion is not necessarily the end of the term or the graduation date, but is the date on which all requirements for the degree have been fulfilled.** OIS will use this certification to determine appropriate dates for OPT.

*As the student's Academic Advisor, I certify that the above named student is expected to complete all degree requirements for the*

*(bachelor's, master's, PhD, etc.)*  *degree (major)*   
*on (date of completion)*

Check this box to confirm that this is a graduate student who has completed all coursework and is now working on a thesis/dissertation.

Advisor's Name  Advisor's Email   
Advisor's Signature (electronic signatures accepted)  Date