

All students applying for pre-completion or post-completion Optional Practical Training (OPT) should attend the workshop offered by the Office of Global Initiatives (OGI). Students are required to complete the OPT lesson in the OGI moodle course.

DEFINITIONS

Pre-Completion OPT is employment in your field of study *before* you complete your degree.

Post-Completion OPT is employment in your field of study *after* you complete your degree.

ELIGIBILITY

- ✓ You are a degree candidate who has been in lawful status as a full-time student for at least one academic year (fall and spring semesters).
- ✓ You must meet the minimum GPA for graduation (2.0 for undergraduate students and 3.0 for graduate students).
- ✓ Complete the OPT lesson in the OGI moodle course.

You may engage in OPT **only after** you receive your Employment Authorization Document (EAD) from USCIS.

APPLYING FOR PRE- OR POST-COMPLETION OPT

In order to apply for OPT you must submit the following documents to OGI:

- Pre- and Post-Completion OPT request form** (see next page)
- Certificate obtained after passing the OPT quiz in the OGI moodle course.**
- Form I-765**
- Money order in the amount of \$200 payable to NJIT** (post-completion OPT only)

Processing time is up to 7 business days. If approved, OGI will issue a new I-20 with the OPT recommendation. You must pick up your new I-20 and mail a complete application to USCIS within 30 days of the day your new I-20 was issued. USCIS may take up to 90 days to process your application.

The Office of Global Initiatives will no longer receive EAD cards. Do not use OGI's address on the I-765. You must use your own address.



PRE- AND POST-COMPLETION OPT FORM

PERSONAL INFORMATION (to be filled out by the student)

Name: _____ ID#: _____

Email: _____@njit.edu Major: _____ Today's date: _____

Select the appropriate type of OPT you would like to apply for:

Pre-Completion OPT (before you finish your degree at NJIT)

Full time. Only available during vacation periods or if you have completed all of your coursework except for dissertation, thesis, or project.

Start date: _____ **End date:** _____

Part time. A maximum of 20 hours per week when school is in session.

Start date: _____ **End date:** _____

Post-Completion OPT (after you finish your degree at NJIT)

Post-completion OPT must be full-time. Your start date could be as early as one day after the expected date of completion of studies or any other date within the 60-day period following it. You can apply for all of the 12-month benefit you have remaining for this program of study. Your end date should be one day before the start date, plus one year. (Example: start date 05/11/2020 and end date of 05/10/2021.)

Start date: _____ **End date:** _____

ACADEMIC INFORMATION (to be filled out by the academic advisor)

POST-COMPLETION OPT ONLY: By confirming the expected completion date you are attesting that the student is on track to graduate this semester, barring any unforeseen circumstances. It is very difficult to cancel an OPT request if the government approved the OPT request and the student did not graduate as expected. Contact our office if you have any questions.

DO NOT SUBMIT THIS FORM IF THE STUDENT'S GPA IS BELOW THE REQUIREMENT FOR GRADUATION.

Is this student in his/her final semester? YES ___ NO ___ CGPA: _____

This student is expected to complete his/her program on: _____

Required for all levels (undergraduate and graduate):

Academic Adviser Name

Signature

Date

OFFICE OF GLOBAL INITIATIVES ONLY	
Received on _____ by _____	Banner entered on _____ by _____