

Doctoral students applying for pre-completion or post-completion Optional Practical Training (OPT) should attend the workshop offered by the Office of Global Initiatives (OGI) before they submit this application. Students are required to watch the videos of the OGI Moodle/Canvas course and complete the quiz before they can apply.

DEFINITIONS

Pre-Completion OPT is employment in your field of study *before* you complete your degree, if you are not eligible for CPT, or if you are applying for OPT more than a year before defending your dissertation. This option will require GSO approval. Discuss this possibility with your OGI advisor before applying.

Post-Completion OPT is employment in your field of study *after* you complete your degree or if you will defend your dissertation within the next year.

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 (3.0 for doctoral students).
- ✓ Complete the OPT lesson in the OGI Moodle/Canvas course.

You may engage in OPT **only after** you receive your Employment Authorization Document (EAD) from USCIS. Students cannot hold on-campus jobs (RA, TA, or any other job) after the program end date listed on their OPT I-20.

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/Canvas course
- ✓ Payment of NJIT OPT record management fee \$200 (via OGI payment portal)

IMPORTANT INFORMATION

Processing time is up to 7 business days. If approved, OGI will issue a new I-20 with the OPT recommendation. You must submit 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 not receive EAD cards. Do not use OGI's address on the I-765. You must use your address.

For the purposes of shortening the student's I-20 to show completion of the degree, the OGI will use either the student's dissertation defense date or the date the final, revised dissertation is accepted by the GSO, depending on when the student applies for OPT. For students who apply for OPT before the dissertation defense, we will use the dissertation defense date as the program end date. For students who apply for OPT after the dissertation defense date, we will use the date that they submitted their final, revised dissertation to GSO, regardless of what other administrative forms are still pending submission. That is the 'last day of the program' that will be reflected on the I-20. **Students may not hold a graduate assistantship (TA or RA) or any other on-campus job after the last day of the program listed on their I-20.**

Doctoral students who wish to apply for OPT on any date considerably earlier than the defense date must contact their international student advisor before the OPT application is submitted to discuss that possibility.



Office of Global Initiatives
**PRE- AND POST-COMPLETION
 OPT FORM for PhD STUDENTS**

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 (before you finish your degree at NJIT)		
	Start date	End date
Part time		
Full time		

Post-completion (before or after you finish your degree at NJIT)		
	Start date	End date
Full time		

Choosing your OPT Post-Completion dates: 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 days 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 05/11/2025 and end date of 05/10/2026.)

Do you have an on-campus job (TA, RA, or any other job)*? YES NO

*Please note you cannot work on campus after the new program end date listed on your OPT I-20.

Do you have a defense date already scheduled? ___ YES ___ NO If yes, list the date: _____

Do you have a job offer? ___ YES ___ NO If yes, list the job start 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, barring any unforeseen circumstances, the student is making progress toward completion of the program or is scheduled to defend on the date listed below. Contact our office if you have any questions.

Student's CGPA: _____

Semester student is expected to graduate ___ Spring ___ Fall ___ Summer Year _____

Required signature

Academic Adviser Name

Signature

Date

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