

Undergraduate and Master's 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**

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**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**

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- ✓ 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 Master's 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 after the new program end date listed on their OPT I-20.

## **APPLYING FOR PRE- OR POST-COMPLETION OPT**

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

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.



Office of Global Initiatives  
**PRE- AND POST-COMPLETION OPT FORM for  
UNDERGRADUATE AND MASTER'S STUDENTS**

**PERSONAL INFORMATION (to be filled out by the student)**

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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 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 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 05/11/2028 and end date of 05/10/2029.)

**Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_

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

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**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 approved OPT if 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 Master's):*

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Academic Adviser Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>OFFICE OF GLOBAL INITIATIVES ONLY</b>			
Received on _____	by _____	Banner entered on _____	by _____