



## International Student Services Academic Advisor's Assurance of Program Completion Form

Directions: The student's academic advisor should complete this form and have the student submit it to the Office of Admissions International Student Services. Submission of this form gives assurances that the student in F-1 status has employment authorization that is related to his/her Program of Study. The completion date is generally established as the last day of the last month of the final term in which the student will register to complete academic requirements (e.g. December 31 for fall, May 31 for spring, August 31 for summer).

Student's Information:

First	Middle	Last	ASU ID
Program of Study			Contact #

Assurances:

I acknowledge the above named student has met with his/her Academic Advisor or Program Coordinator to request an OPT recommendation.

I assure to the best of my knowledge this student will complete his/her academic program on the following date: \_\_\_\_\_ (month/day/year).

I attest to the fact that this date does not go beyond the current semester.

The name student has assured that his/her OPT will start within 60 days of the date given above. The start date the student would like to start his/her OPT is \_\_\_\_\_ (month/day/year).

Approval for Type of OPT:

- Pre-completion OPT** - Employment begins and ends before the completion of the academic program.
  
- Post-completion OPT** - Employment begins after completion of academic program.

Cumulative GPA: \_\_\_\_\_

Advisement Conference with student has consisted of the following:

**Three types of Pre-completion OPT:**

*Type A: During the student's annual vacation*

- Student must intend to register for the next term
- OPT may be part- or full-time

*Type B: While school is in session*

- Student must be registered full-time
- OPT may be part-time only

*Type C: After completion of all course requirements (excluding thesis/research project)*

- After completion of all course requirements excluding thesis/research project
- If Type C OPT is part-time, student must be registered full-time
- If Type C OPT is full-time, student need not be registered

**Post-completion OPT**

Employment begins after completion of academic program.

***Earliest time to apply:***

- Up to 90 days before program end date

***Deadline for Application to be received by USCIS:***

- Up to 60 days after program end date
- Within 30 days of date DSO recommends in SEVIS. You can judge this by the date on your OPT recommendation I-20
- If you plan to travel outside the U.S. after your completion date, you must submit the I-765 first (even if you plan to return within 60 days) and obtain the Receipt Notice in order to re-enter

Advisor's Signature: \_\_\_\_\_

Advisor's Printed Name: \_\_\_\_\_

Department: \_\_\_\_\_

Tel/Ext. #: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_