

## Pre-Completion OPT Advisor Approval Form

<b>Family/Last Name:</b>	<b>Given/First Name:</b>
<b>Student ID Number:</b>	<b>Drexel Email:</b>
<b>Are you applying for FULL-TIME or PART-TIME pre-completion OPT?</b>	
<p><b>FULL-TIME Pre-Completion OPT*</b> Work 21+ hours per week. Only permitted during an approved International Break Term (LTFT).</p>	<p><b>PART-TIME Pre-Completion OPT**</b> Work maximum 20 hours per week. Permitted while enrolled in coursework and during break terms.</p>

### To: Academic Advisor, Program Manager, or other authorized personnel

Optional Practical Training (OPT) is a temporary authorization that allows the student to work off-campus for employment directly related to their major area of study and enhances and supplements the formal, classroom education. Students can only engage in part-time OPT while enrolled in courses, but during their official academic breaks (a vacation term and/or approved LTFT for International Break Term), they can engage in part-time or full-time OPT. This authorization must be recommended by the student’s Academic Advisor or Program Manager and an International Student Advisor at Drexel ISSS. The authorization is ultimately approved by the US Citizenship and Immigration Services (USCIS).

**\* FULL-TIME Pre-Completion OPT Only: Please review the student’s records and confirm that they are planning to take a vacation term and can therefore apply for full-time pre-completion OPT.**

- Taking a vacation term/International Break Term will not hinder the student’s progress to graduation.
- This request for OPT is *not* for a co-op or internship experience required by their academic program for which the student is earning degree credits (in these cases, [Curricular Practical Training \(CPT\)](#) should be authorized).

Indicate the term that the student can take a vacation and is eligible for International Break Term (see [LTFT form](#))<sup>†</sup>:      Fall      Winter      Spring      Summer  
    Quarter      Semester      Year: \_\_\_\_\_

<sup>†</sup>A break term can only be authorized once per academic year (complete details on LTFT form), so only 1 term should be written in this field.

**\*\* PART-TIME Pre-Completion OPT Only: Please review the student’s records and confirm that they meet the requirements listed below to begin an application for pre-completion OPT.**

- The student is in good academic standing, and I do not anticipate that working up to 20 hours per week will affect their performance in their coursework.
- This request for OPT is *not* for a co-op or internship experience required by their academic program for which the student is earning degree credits (in these cases, [Curricular Practical Training \(CPT\)](#) should be authorized).

If there is *any* concern about the student’s request to work off-campus because of their academic standing, progress to graduation, or any other reason, please do not complete this form. Recommend to the student that they do not apply for OPT at this time, or reach out to ISSS for guidance/assistance.

**By signing below, you attest that you have verified all of the above to be true and recommend that the student move forward with their application for pre-completion OPT at this time.**

<b>Advisor Name:</b> _____	<b>E-mail:</b> _____
<b>Advisor Signature:</b> _____	<b>Date:</b> _____