



**INTERNATIONAL PROGRAMS OFFICE**

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Marquette, MI 49855  
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**Request for Optional Practical Training Recommendation  
Undergraduate Students**

The International Programs Office (IPO) requires this form be completed by F-1 students applying for OPT.

**STUDENT INFORMATION**

Name: \_\_\_\_\_ NMU IN: \_\_\_\_\_

SEVIS ID: \_\_\_\_\_  Undergraduate  Graduate

Current I-20 Program End Date: \_\_\_\_\_ Major: \_\_\_\_\_

Phone Number: \_\_\_\_\_ NMU Email: \_\_\_\_\_

**OPT INFORMATION**

**NOTE:** Requested employment start date for post-completion OPT must be between 1 day after graduation and 60 days after graduation. Requested end date may be no more than 14 months after graduation. A maximum of 12 months of OPT authorization is granted.

Once granted, OPT cannot be canceled, even if you do not find employment. Program extensions for completion of academic coursework, cannot be granted to students already approved for post-completion OPT.\*

Length of OPT requested: \_\_\_\_\_ Start Date: \_\_\_\_\_

Part-time  Full-time

**STUDENT REMARKS**

In the box provided, please write a short description of how your planned employment relates to your major and the courses you studied while at NMU. This description should be 3-4 sentences and will appear on your I-20 form.

\*Students should allow between 75 and 90 days for application processing with USCIS

## STUDENT CERTIFICATION

- I understand that if I fail a necessary course and I'm not able to graduate this semester AND my OPT is pending or approved, I will remain on OPT while I finish the requirements to graduate. I will not be able to start work until I have graduated.
- I understand that Northern Michigan University is required by federal regulations to maintain my SEVIS record for the full period of the OPT including OPT STEM Extension. By signing this form, I certify that the information above is correct.
- I will report any changes to my U.S. future mailing address within 10 days to the International Programs Office and in the SEVP Portal.
- I will report any employment changes or updates including unemployment within 10 days to the International Programs Office and in the SEVP Portal.
- I understand that while on OPT, I cannot be unemployed for more than 90 days.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### To Be Completed by Academic Advisor or Department Chair

The student listed above is requesting Optional Practical Training (OPT) in their field of study. In order to issue OPT, the International Programs Office is required to obtain confirmation of the student's pending graduation by their academic advisor or department chair.

Please complete and sign below. Please do not sign this form if the student is not in good academic standing. If you have any questions or concern, please contact our office at 906.227.2150 or [ipo@nmu.edu](mailto:ipo@nmu.edu).

The student is expected to complete their degree requirements on: \_\_\_\_\_

As the student's Academic Advisor, I certify that the student's program information as listed above is accurate. The student is in good academic standing and I recommend that this student be authorized to participate in the practice training program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Email and/or phone number