UNIVERSITY OF NORTHERN VIRGINIA

Request for OPT Appointment

Students must meet the following requirements in order to schedule to schedule an Optional Practical Training (OPT) appointment:

- *Completion of your final term registration.*
- *Registration must be in official status.*
- *Only applies to students who are currently in the last term of their degree program.*
- *Undergraduate students need to have earned at least one hundred and eight (108) credits with a Cumulative Grade Point Average (CGPA) of 2.0 or better.*
- *Graduate students need to have earned at least thirty-three (33) credits with a Cumulative Grade Point Average (CGPA) of 3.0 or better.*
- *Doctorate students are currently on their last term of dissertation, and need to have earned sixty (60) credits with a CGPA of 3.0 or better.*
- *Eligibility for graduation will be approved by your academic advisor/chair of the department.*
- *Reduce course load for one(1) course or three (3) credits must be approved by the Office of International Student Affairs (OISA)*
- *Please submit the completed form to OISA@unva.edu and allow 10 business days for processing. Appointment will be informed through e-mail.*
- *Incomplete forms will not be processed.*

TERM EXPECTED TO GRADUATE: ○ ***WI*** ○ ***SP*** ○ ***SU*** ○ ***FALL*** **YEAR:** ○ ***2012*** ○ ***2013***

DEGREE: ○ **Bachelor** ○ **Master** ○ **Doctorate** **MAJOR:** _____

STUDENT ID: _____ **PHONE NUMBER:** _____ **SEVIS NUMBER: N**_____

_____
Last/Family Name *First Name* *Middle Initial*

_____ _____
U.S. Mailing Address *City*

_____ _____ _____
State *Zip Code* *E-mail*

You have a 60 day grace period once you complete your Degree requirements. Please choose the start date for your OPT within these 60 days after your program end date.

OPT Start Date: _____

TO BE COMPLETED BY ACADEMIC ADVISORY or CHAIR OF DEPARTMENT/PROVOST:

Please complete this section of the form and return it to the Office of International Student Affairs (OISA)

Please check ONE:

☐ **APPROVE**:

☐ The student will be eligible for graduation upon successful completion of his/her course(s) (grade B or higher) in the current term.

☐ **DENIED:**

☐ The student needs to complete the following course(s): _____

☐ The student is not eligible, because their GPA is below 3.0 for the graduate/doctorate program of 2.0 for the under-graduate program.

Name of Academic Advisor/Chair/Provost: _____

Signature: _____ **Date:** _____

TO BE COMPLETED BY DSO/International Student Advisor:

☐ Admissions documents cleared

☐ Tuition & fees have been cleared

☐ Work Authorization of CPT is less than 12 months
○ *Yes* ○ *N/A*

☐ Additional courses required
○ *Yes* ○ *N/A*

Appointment Date & Time: _____ **Appointment Denied:** _____

PLEASE FILL THIS FORM AND SUBMIT TO OISA@UNVA.EDU.