

MEMORANDUM

TO: Academic Advisor
FROM: Rita Crider
International Student Advisor

SUBJECT: Verification of Program Completion for Optional Practical Training

U.S. Citizenship and Immigration Services (USCIS) regulations allow a student in F-1 status to engage in twelve (12) months of practical work experience upon the completion of his or her studies. Before I can recommend a student to USCIS for approval for this practical training, I need you to verify when our advisee will complete his or her degree or program of study.

Please verify the information on the form below and return it to my office in Building 71, Room 147 or FAX it to 474.2915. If you have any questions about this form or the USCIS regulations, call me at extension 2368 or email me at rerrington@uwf.edu Thank you for your time and attention to this matter.

Student's Name _____ Student # _____

Academic Department _____ Major _____

Completion or expected completion date of student's course of study: _____

Faculty Advisor's Name _____

Faculty Advisor's Signature _____ Date _____