Optional Practical Training

Graduate School/International Office Check-Off Form

Instructions for the student: Complete Section A. Take to the Graduate School in Picken Hall 306 and leave the form for the Graduate Dean to verify that you are making progress toward graduation.

Section A: To be Completed by Student

Name:_____

Family/last name Given/first name

FHSU ID#:_____ Major:_____

Phone:_____ Email_____

NOTE: A final grade check will be performed by the International Student Services Office at the end of the semester to ensure the student has successfully completed the courses. If, after final grades have been submitted, it is found the student has not successfully passed a course, the ISSO will revoke the students' OPT application.

Instructions for the Graduate School: Please complete the following checklist for the above named student. Once this form is completed, please send the form to the International Office. **PLEASE USE BLUE INK**

Passed Comprehensive Exams: ☐ NO ☐ YES

If no, is student still eligible to re-test: ☐ NO ☐ YES

If they can re-test, when:_____

Has Incomplete Courses From Previous Semesters: ☐ NO ☐ YES

If yes, please list the course(s) and semester of enrollment for each course:

_____ _____

Course *Semester*

_____ _____

Course *Semester*

_____ _____

Course *Semester*

NOTES FROM GRADUATE SCHOOL_____

_____

_____

Signature:_____ Date:_____

Graduate School Representative

Printed Name:_____ Phone:_____

Signature:_____ Date:_____

International Office Representative

Printed Name:_____

For office use only

Passing current courses (from Grade Check Sheet): [ ] NO [ ] YES