Optional Practical Training
Grade Check Sheet for Instructors

Section A: To be Completed by Student

Name:_____
Family/last name Given/first name

FHSU ID#:_____ Major:_____

Student Instructions: Please complete the table below with your current course schedule (name of course, section number, & instructor's name). The instructor will complete the current grade in course section, instructor's signature, and date columns. Once this form is completed, please return it to the International Student Services Office, Sheridan Hall 204.

Name of Course	**Section Number**	**Instructor's Name**	**Current Grade in Course** *(for Instructor to complete)*	**Instructor's Signature**	**Date**

Section B: To be Completed by Students Instructor's

NOTE TO INSTRUCTORS: The International Student Services Office is requesting this information as the above named student is applying for Optional Practical Training (OPT). Our office would like to ensure that the student is making satisfactory progress toward graduation in his/her current courses. If the student is not, they will not be eligible to apply for OPT. **PLEASE USE BLUE INK**

Our office is asking that you complete these three sections above: *Current Grade in Course, Instructor's Signature, and Date*. When indicating current grade, please write the letter grade (A-U) ***which best reflects the students grade up to this point***. 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 student's OPT application. If you have further questions or concerns regarding this form, please contact our office at 4176. Thank you for your assistance in helping track the progress of our international students.

NOTES FROM INSTRUCTORS:_____

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