

OPT STATUS LETTER REQUEST

Bentley University, Office of the Registrar, Rauch 111, Waltham, MA 02452
Phone: (781) 891-2177, Fax: (781) 891-3428

NAME _____ DATE _____
DAY PHONE # _____ EVENING PHONE # _____
LAST 4 DIGITS OF SSN # _____ STUDENT ID # _____
DEGREE PROGRAM _____ (Expected) DATE OF GRADUATION _____
Information for which semester: Fall Winter Spring Summer Year _____
 Graduate Post Baccalaureate Undergraduate

PLEASE PROVIDE A LETTER FOR OPT (Optional Practical Training)

NOTE: YOU MUST HAVE THIS LETTER PRIOR TO MAKING YOUR OPT APPOINTMENT WITH CISS
YOU MUST PETITION TO GRADUATE PRIOR TO APPLYING FOR OPT
OPT LETTERS WILL NOT BE PROCESSED IF YOU HAVE NOT PETITIONED TO GRADUATE
PLEASE ALLOW FIVE (5) BUSINESS DAYS FOR OPT LETTERS TO BE PROCESSED

PLEASE CHECK ONE:

_____ I will pick up the request

_____ Please print the name and address of the person to whom the request should be sent:

SIGNATURE _____