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ISSI Form 133: Certification of Program Completion for International Students

International Student & Scholar Institute, Northeastern University

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Northeastern University
International Student & Scholar Institute

ISSI Form 133

Certification of Program Completion for International Students

This form serves to certify the student's expected date of completion of a program of study. It is used primarily by F-1 and J-1 students in the application process for Optional Practical Training and Academic Training respectively. There are three parts to this form: **Part I** must be completed by the international student; **Part II** by the student's academic advisor and **Part III** by the student's dean or designated college/graduate school officials. Please schedule an appointment with an ISSI advisor only when all signatures have been received. *The expected or actual date of program completion is not necessarily the date of the student's graduation ceremony.*

Part I: Personal Information
To be completed by the international student

Name: _____
Last/Family First/Given Middle

Northeastern ID: _____ Major: _____ Degree: _____
B.A./B.S./M.S./Ph.D.

Part II: Verification
Sections A and B must be completed by the student's academic advisor. Please check one of the following:

A.

☐ The above-named student has maintained full-time academic status during the regular academic terms and has been making satisfactory progress toward the successful completion of his/her program.

☐ The above-named student could not maintain full-time status during the regular academic terms for the following reason(s): _____

_____

☐ The above-named student is in the last term of his/her program of study and will not need to be registered full-time to complete final degree requirements.

☐ The above-named student seeks an alternate graduate degree (e.g., a Ph.D. candidate who is switching to a Master's Degree). In this case, ISSI Form 610 must be sent to the ISSI by the graduate school official and the Registrar Code must be updated.

B. Date of Program Completion:

☐ May 4, 2012 (G+UG) ☐ June 26, 2012 (UG) ☐ June 30, 2012 (G + CPS)

☐ August 21, 2012 (UG) ☐ August 25, 2012 (G + CPS) ☐ December 8, 2012 (CPS)

☐ December 14, 2012 (UG) ☐ December 15, 2012 (G)

☐ Other: _____ (e.g. Dissertation)

IMPORTANT: According to immigration regulations, on-campus employment **must end** by the program completion date listed above. The current I-9 will be adjusted accordingly. Graduate Assistantships/engagements must also end by the completion date listed on this form.

Part III: Signatures

Signatures endorsing this request are required from:

A. *The student's academic advisor*
B. *For **Graduate Schools students and all CPS students**: Dean or designated college/graduate school official (e.g., SEVIS contact)*
C. *Student*

A. Academic Advisor:

"To the best of my knowledge, the information pertaining to this student is accurate and complete."

Signature: _____ **Date:** _____
Month/Day/Year

Print Name: _____ **Print Title:** _____

Telephone Number: _____

B. Dean or designated college/graduate school official (e.g., SEVIS contact):
*(For **Graduate Schools students and all CPS students** (if Academic Advisor is different than SEVIS contact)*

"To the best of my knowledge, the information pertaining to this student is accurate and complete."

Signature: _____ **Date:** _____
Month/Day/Year

Print Name: _____ **Print Title:** _____

College or Graduate School: _____

Telephone Number: _____

C. Student:

"I agree with the new program completion date and attest that to the best of my knowledge, the information provided is true and accurate."

Signature: _____ **Date:** _____
Month/Day/Year

IMPORTANT: Please make sure to allow adequate time for this form to be completed, according to your Department/College document processing guidelines.

This form should be returned to the ISSI only if properly and accurately completed and it is to be considered an official institutional document in case of an audit from the Department of Homeland Security.