



Optional Practical Training (OPT) Application

Student completes this section and submits to Advisor/DSO:

- ☐ Pre-Completion OPT
- ☐ Post-Completion OPT
- ☐ STEM Extension OPT (requires STEM degree and E-Verify employer name and ID number)

I request approval for optional practical training (OPT) employment related to my program and agree to following requirements:

- Do not work prior to receiving your Employment Authorization Document (EAD) card from USCIS, or prior to employment start date on EAD card
- Notify International Office of Employer's name and address, if position was not know at time of application review with DSO. (Must be done within 10 days of start)
- Change immigration status or depart the US if more than 90 days unemployment accumulated during OPT authorization (employment equates to minimum 20 hours per week paid/unpaid). Work with your DSO prior to reaching 90 day unemployment maximum.
- Notify International Office of any change in employer, position, address or other personal contact information within 10 days of the change.
- Check in with DSO/Advisor at least every 6 months to ensure contact/employer information is current and to get updated travel signature on I-20.
- Depart the US within 60 days of OPT end date or seek to change status. Consult with an immigration attorney on change of status options and process.

Print Name: _____ ID Number: _____

Signature: _____ Date: _____

Academic Advisor/DSO to confirm the following:

- ☐ Student has completed full academic year in valid F1 status
- ☐ Ensure position is directly related to student's course of study (see FAQ for details)
- ☐ Ensure all documents needed for filing are complete
- ☐ Pre-Completion request—discuss loss of Post-OPT time and CPT alternatives
- ☐ Post-Completion request—confirm within 90 days prior or 60 days after program completion
- ☐ STEM—review Form I-983 for completeness and accuracy
- ☐ Discuss 90-day unemployment restriction
- ☐ Discuss travel restrictions (refer to FAQ for details):
- ☐ Complete I-20 with OPT employment request. Print two copies, sign both
 - one copy for student and one copy to submit with Form I-765.
- ☐ Refer student to www.uscis.gov for I-765 filing instructions and provide FAQ document
- ☐ Provide employer contact form

Print Name: _____ Signature: _____

Date: _____