



## Optional Practical Training (OPT) Recommendation Request

Name \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Warrior ID# \_\_\_\_\_

Date you request to start OPT (day 1-60 after graduation) \_\_\_\_\_

### CHECKLIST FOR USCIS OPT APPLICATION

- Complete this form, including your advisor's signature, and turn into IPO
- Gather and complete the following forms
  - I-765 Application for Employment Authorization
  - G-1145 E-Notification Application (optional)
  - Copy of newest I-20 with OPT recommendation
  - Copy any of your previous I-20s with CPT or employment authorizations, your passport identity page, and I-94
  - Check or Money Order for \$410 made out to Department of Homeland Security OR Form G-1450 (authorizing USCIS to charge your credit/debit card).
  - 2 passport-sized photos (front facing, white background)
  - Copies of any previous employment authorization documents (EAD)
- Mail all documents in a sealed envelope to USCIS lockbox (address provided by IPO). The package must be mailed no later than 30 days after receipt of new I-20 with OPT recommendation and within 60 days after graduation.

### TO BE FILLED OUT BY THE STUDENT'S ACADEMIC ADVISOR

Student's Major \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

Academic Advisor's Name (printed) \_\_\_\_\_

Department \_\_\_\_\_ Email \_\_\_\_\_

Academic Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

*By signing, the advisor verifies that the student is on track to graduate and has applied for graduation.*



**TO BE FILLED OUT BY THE STUDENT**

Statement of Purpose: Why are you applying for OPT? Please briefly explain your goals for OPT.

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If you have already found a job opportunity, how does it relate to your major? If you haven't found a job opportunity yet, what kind of job are you looking for?

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*You will receive a new I-20 with a work authorization request on page 2. After you sign your new I-20, make a copy, and mail your OPT application.*

Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

- Student is eligible
- SEVIS
  - Program shortened
  - OPT Authorized
  - I-20 issued
- Documents scanned
- Student notified



## OPTIONAL PRACTICAL TRAINING STATEMENT OF UNDERSTANDING

I understand and agree to the following:

1. Employment on OPT must be directly related to the major area of study. Employment or volunteer work must be 20 or more hours per week. Working and/or volunteering less than 20 hours per week counts as unemployment.
2. The U.S. government still considers you a student while you are working on OPT. You are a student authorized for practical training, not for a “work visa.”
3. Students are allowed a maximum of 90 days of unemployment during the 12 months of OPT. If you reach more than 90 days of unemployment, you are out of status and must leave the country immediately.
4. OPT is not cumulative. For example, if a student only uses six months of OPT before starting a new academic program, the student loses the unused six months of OPT.
5. You are eligible for 12 months of OPT after each higher degree level. (For example, if you earn a Bachelor’s and then a Master’s, you are eligible for OPT after both degrees. If you earn a Bachelor’s and then an Associate’s, you cannot do OPT after the Associate’s.)
6. Pre-completion OPT subtracts time from post-completion OPT. (1 month of full-time pre-completion OPT subtracts 1 month from post-completion OPT; 1 month of part-time pre-completion OPT subtracts ½ month from post-completion OPT.)
7. Post-completion OPT start date must be within 60 days of the academic program completion.
8. Students must report the following to the LCSC International Programs Office OR the SEVP Portal within 10 days of any change during the duration of OPT:
  - a. Change in home or mailing address, or phone number
  - b. Employer information, including employer name, address, start date, termination date, supervisor name, and contact information
9. Students must report the following to the LCSC International Programs Office within 10 days of any change during the duration of OPT:
  - a. Change of name
  - b. Changes to immigration status
  - c. Permanent departure from the U.S.
  - d. Transfer to a new academic program in the U.S.



10. You must validate your OPT employment information every six months of OPT even if there is no change in employment.
11. Travel outside of the U.S. while your OPT application is pending is not recommended. If you do it, make sure that the mailing address you wrote on your I-765 is a valid U.S. address and that a trustworthy person there can send you your EAD if it arrives. If your EAD arrives while you are travelling, you cannot reenter the U.S. without the card.
12. If you travel outside the U.S. while on OPT, be sure to have the following items with you upon reentry:
  - a. Valid passport and F-1 visa
  - b. I-20 signed for travel within the past six months
  - c. EAD card
  - d. Letter from current employer stating that you will return to the U.S. to resume employment on your OPT. If you don't have a job, show proof that you are looking for work –job applications, email correspondence with potential employers, etc.
13. If a student volunteers while on OPT, the volunteer position must be for a designated volunteer job. Students cannot volunteer for a normally paid position.
14. It is strongly recommended that you purchase health insurance while you are on OPT. Some employers provide health insurance for their employees, and some insurance companies have insurance plans specifically for F-1 students on OPT.

Signature \_\_\_\_\_ Date \_\_\_\_\_