OPTIONAL PRACTICAL TRAINING REQUEST FORM

The student must fill out this form to begin applying for Optional Practical Training (OPT). If granted by USCIS, the student will be authorized to work in a job that is directly related to his or her field of study and receive an Employment Authorization Document (EAD) card stating the dates they are authorized to work.

**When to Apply:** The student may apply for post-completion OPT as early as 90 days before the student completes their degree but no later than 60 days following the students degree completion date.

**To be completed by the student:**

Family Name: _________________________________ First Name: _________________________________

Student ID #: ____________________ SEVIS #: ______________________ Phone #: ______________________

Local Address: __________________________________________________________________________________

La Verne Email: _____________________________________ Personal Email: ______________________

Major: ___________________________________________ Degree: ☐ Undergraduate ☐ Graduate ☐ Doctorate

Expected Degree Completion Date: _________________ Start Date for OPT: ______________________

**Choosing an OPT Start Date:** The post-completion OPT start date must be after the program end date or within 60 days after. When picking a start date, consider how long it will take to get approved for OPT (from 2-3 months), how easy or hard it will be to secure a job related to major, and about collecting unemployment days (students are only allowed 90 unemployment workdays within OPT period).

**Regarding OPT, I understand that...** (Initial next to box):

- [ ] I must not be unemployed for more than a total of 90 workdays after the EAD card start date.
- [ ] I may not work until I receive the EAD card and the start date has passed.
- [ ] I must submit a copy of the front and the back of EAD card to the OISS.
- [ ] If I plan to travel, I must get a new travel signature if the current one is older than 6 months.
- [ ] I must notify the OISS if I decide to end my OPT, return home, transfer, or change my status.
- [ ] I must update the OISS within 10 days if any of the following information about me changes:
  - [ ] Change of name
  - [ ] Change of address
  - [ ] Change of job (employer and employer’s address)
  - [ ] An interruption of employment lasting longer than 10 days

I understand the rules listed above and that I am responsible for my status as an F-1 student on OPT.

**Signature: _________________________________ Date: ______________________**
ACADEMIC ADVISOR’S OPT CERTIFICATION

The following student is applying for Optional Practical Training (OPT) from the United States Citizenship and Immigration Services (USCIS). If granted, this student will be authorized to work in a job that is directly related to his or her field of study. USCIS can receive the application for OPT as early as 90 days before the student completes their degree but must no later than 60 days following the student’s degree completion date.

➔ To be completed by the student:

Student ID #: _________________________________

Family Name: ________________________________ First Name: ___________________________

➔ To be completed by the student’s Academic Advisor:

I certify that this student is eligible to apply for optional practical training, which will begin AFTER graduation or completion of studies. The completion date may be on or after the final day of the term/semester that the student will earn his or her degree.

The student is expected to complete his or her studies on: ____________________________________________ mm/dd/yyyy

Academic Advisor: _____________________________ Signature: _______________________________

Email: ______________________________________ Date: _______________________________

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OISS Use Only: OPT Application Checklist

☐ Approved and Recommended in SEVIS – OPT I-20 Created
☐ 2 passport-size photos
☐ Check or Money Order of $380 made out to “U.S. Department of Homeland Security”
☐ Completed G-1145
☐ Completed I-765
☐ Copied for application: ☐ Signed OPT I-20 ☐ Passport Page ☐ I-94
☐ Copied from previous OPT: ☐ Previous OPT I-20 ☐ Previous EAD Card (front/back on same page)
☐ Checked ALL materials in packet
☐ Advise: ☐ Mailing Instructions ☐ 15 Day Filing Deadline ☐ Application Timeline ☐ Traveling
☐ Review the “I understand…” list with student

DSO Signature: ____________________________ Date: ____________________________