

OFFICE OF INTERNATIONAL STUDENT SERVICES

386-226-6579

FAX: 386-226-7920

OPTIONAL PRACTICAL TRAINING (OPT)

Name: _____ Phone: _____
(Please print)

E-MAIL (mandatory) _____

Use this sheet as a checklist to ensure that your application for Optional Practical Training is complete. PLEASE read each item carefully to avoid unnecessary delays in the processing time!

Optional Practical Training (OPT) is off campus employment in your field of study authorized by the Department of Homeland Security/United States Citizenship and Immigration Services (DHS/USCIS) for up to one year. Though most students elect to take the entire year after graduation (Post-Completion Practical Training), you may apply for Pre-Completion Practical Training prior to the completion of your degree if an opportunity presents itself. Please be advised that time spent in Pre-Completion Practical Training will be deducted from the OPT. To be eligible for pre-completion practical training, students must have been in status for at least nine (9) months or two full academic semesters before they are eligible to apply.

You may submit an application for Post-Completion Practical Training as early as 90 days BEFORE the completion of your program of study (graduation date). Applications received after the completion of studies will not be accepted. Processing times for an application for Practical Training vary according to the semester in which you apply.

IMPORTANT! Once you have submitted your application for OPT, according to government regulations, you are not permitted to travel outside the United States until you receive your Employment Authorization card. **If an emergency occurs where there is a need to travel**, we recommend you meet with a staff member at International Student Services.

The following items should be completed and returned to the Office of International Student Services. If you are unsure of any items on the forms, we will assist you. Your application should include the following:

_____ **I-20 Form**-We will send a copy with the application, but you must have the original when you submit your application to ISS.

_____ **I-94 card and passport.** The I-94 card contains your 11-digit admission number. We will send a copy with the application, but you must have the original when you submit your application to ISS.

_____ **I-765 Form** (attached)

_____ **2 Photos (Must follow exact specifications).** On reverse side of photo, please print LAST NAME in all capitals, first name and admission/I-94 number.

_____ **Check or money order** for \$180 made payable to "Department of Homeland Security".

_____ **Date** on which you wish to begin your OPT. This must be within 60 days of the end of your educational program.

Signature _____ Date _____

