

I am requesting Optional Practical Training for work that will take place:

Before completing degree requirements.

- I would like to work full-time (more than 20 hrs/week) during my vacation period, or
 part-time (20 hrs/week or less) during the academic year

OR

After completing all degree requirements.

(Employment is expected to be full-time when working after completing your degree)

Note: If you are applying for work that will begin prior to degree completion and continue post-degree completion, you must submit separate applications for pre and post completion OPT.

Dates of proposed employment: _____ to _____

(For students applying to work after completing all degree requirements, your proposed begin date should be within 60 days of your expected degree completion date and the end date can be 12 months after the begin date.)

Student Signature: _____ **Date:** _____

This section must be completed by the student's academic advisor.

The international student listed above is applying for Optional Practical Training (OPT), which is special permission to have temporary employment in the U.S. in a field that is directly related to the student's major area of study. Please confirm the date that this student will complete all program requirements.

Please complete this section, sign and date the form, and return to the student.

When will student complete program requirements?* _____
MM/DD/YYYY

***The completion date should NOT be the day of Edgewood's graduation ceremony. It should be the last day of final exams for the given semester or the date on which the student will complete all program requirements (examples include last day of student teaching, date thesis requirements are completed).**

Academic Advisor Name and Academic Department _____

Advisor Signature: _____ **Date:** _____

For Office Use Only:

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|---|---|
| <input type="checkbox"/> Date Application Received _____ | <input type="checkbox"/> COPY pages 1 & 3 of new I-20 at pick-up (with student's signature) |
| <input type="checkbox"/> Workshop Attendance Confirmed | <input type="checkbox"/> Review USCIS application materials with student before mailing. |
| <input type="checkbox"/> Maintained full-time status for at least 1 AY | <input type="checkbox"/> Notify EC mail center if using EC address. |
| <input type="checkbox"/> Check OPT/CPT record | <input type="checkbox"/> Give Student OPT Employment Reporting Requirements Handout |
| <input type="checkbox"/> Shorten end date if earlier completion date provided | |
| <input type="checkbox"/> Make new dependent docs if I-20 shortened | |
| <input type="checkbox"/> Mark file "OPT" | |
| <input type="checkbox"/> Sign & date pages 1 & 3 of I-20 | |