

# Edgewood College Optional Practical Training Application

For students with F-1 visas

For more information on the eligibility requirements and the application process for Optional Practical Training (OPT), visit the “International Students” section of the Center for Global Education website (<http://globaleducation.edgewood.edu>). The OPT application is a 3-step process:

- » **Step 1:** Submit Edgewood College OPT application to the Center for Global Education
- Step 2:** Receive approval from Center for Global Education and new I-20 with OPT recommendation
- Step 3:** Submit USCIS OPT application materials (Meet with Sara to review application BEFORE mailing)

Name: \_\_\_\_\_  
Family First

Edgewood ID#: \_\_\_\_\_

Provide the email address you would like listed in SEVIS – this is the email address where SEVP will send you information about creating an SEVP Portal account:

\_\_\_\_\_ **Note:** CGE will continue to use your Edgewood email to contact you.

Passport Expiration Date\*: \_\_\_\_\_

\*If your passport is within 6 months of expiry, renew it as soon as possible

Major(s): \_\_\_\_\_ Degree Level: \_\_\_\_\_

Program end date listed on current I-20 (item #5): \_\_\_\_\_  
MM/DD/YYYY

**NOTE:** If the date listed on your current I-20 is not accurate, you should discuss this with your academic advisor and ask her/him to list the correct date on page 2 of this application. If you are applying for post-completion OPT, the end-date on your I-20 will be changed to match the date provided by your academic advisor on page 2. If you find out that you will not complete your program by this date, please seek advising immediately.

Do you have any dependents? \_\_\_ Yes \_\_\_ No If yes, please list their names:

Name: \_\_\_\_\_  
Family First

Name: \_\_\_\_\_  
Family First

Name: \_\_\_\_\_  
Family First

List any previous **OPT** authorizations at your current degree level: \_\_\_\_\_  
Begin/End Date

List any previous **CPT** authorizations at your current degree level: \_\_\_\_\_  
Begin/End Date



**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 hours per week) during my vacation period, or  
 part-time (20 hours or less per week) during the academic year

**OR**

**After completing all degree requirements.**

(Employment is expected to be full-time (more than 20 hours per week).)

**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.)

**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:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only:**

- |   |  |
|---|--|
| <input type="checkbox"/> Date Application Received _____                      | <input type="checkbox"/> COPY pages 1 & 2 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 & Employment Report Form |
| <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"/> Update email address in SEVIS (for SEVP Portal)      |  |
| <input type="checkbox"/> Sign & date page 1 of I-20                           |  |