Request for OPT Recommendation

PLEASE NOTE: The completed form must be returned to the International Student Office prior to applying for Optional Practical Training (OPT) work benefit.

First Name: _____ Last Name: _____

Email: _____ ID Number: _____

Students may apply for Optional Practical Training (OPT) after completing a degree at an institution of higher education in the United States, so long as the student has been enrolled at that institution for at least one full academic year prior to graduating. For graduate students who have completed all required coursework but have an Independent Learning Project (ILP) or capstone project pending, OPT may be authorized. The student will have the duration of his/her OPT or the time-limit assigned by the department, whichever is shorter, to complete the pending research project.

SECTION I: Student's verification.

☐ I am applying for **post-completion OPT**. This means that I have completed all required coursework, and that my ILP or Capstone is either pending or complete.

☐ **(unavailable for Cambridge College students)** I am applying for **pre-completion OPT**. This means that I have NOT completed all required coursework and will not be graduating this term. I understand that pre-completion OPT can be part time only, and reduces my post-completion OPT benefit by one month for every two months of pre completion OPT I complete.

SECTION II: Academic advisor recommendation.

A request for OPT recommendation MUST be supported by the student's Academic Advisor. Please review your plans with your advisor and have him/her complete the following section.

As this student's Academic Advisor, I confirm that I have reviewed this student's academic record. This student, upon completion of the coursework for which s/he is currently registered:

☐ meets all requirements for graduation and will receive his/her degree upon completion of the:

☐ **Fall 20_____**   ☐ **Spring 20_____**   ☐ **Summer 20_____**

☐ is still pending completion of the ILP/IRP/Capstone, but will have met all coursework

requirements aside from the ILP/IRP/Capstone by the end of:

☐ **Fall 20_____**   ☐ **Spring 20_____**   ☐ **Summer 20_____**

Note: One of the above options MUST be completed in order for the form to be accepted. Do not leave these options blank!

Academic Record reviewed by (print name): _____

Signature and date: _____

Email address: _____ Telephone: _____

Notes: _____

Application Guide for

Optional Practical Training

In order to apply for Optional Practical Training, please gather the following documents for your Post-Complpetion OPT application, required by the USCIS. Submitting an incomplete OPT application can lead to processing delays or OPT denial, which can delay receipt of your EAD card.

<u>**OPT process**</u>
Academic Advisor recommends student (form)
Choose dates
Complete/submit the form with dates to ISO (form)
Sign and submit a copy of the Acknowledgement of the Requirements for F1 Students on Post-Completion OPT (form)
PDSO issues I20 with OPT recommendation
Form I-765: https://www.uscis.gov/file-online/forms-available-to-file-online
Select (c)(3)(B) Post-completion OPT
Create an account with USCIS: https://myaccount.uscis.gov/users/sign_up
Complete the form
Upload the required documents
Check on the application status
Once receive EAD card, add employer's information to the portal. Or request a link from International Student Office.
Start OPT

<u>**When to apply**</u>:

Please plan to apply for OPT two to three months before you plan to graduate. **DO NOT** apply earlier or your application will be rejected. You may apply up to 60 days after your program end-date, as listed in the Academic Calendar. Applications received after your 60-day grace-period may be rejected by the USCIS. You may apply even if your ILP, IRP, or capstone is incomplete.

How to select your requested OPT start-date:

You may select any date between 90 days prior to your graduation date and 60 days after your graduation date. Please be aware that you will accrue unemployment days after your OPT start-date if you do not have a job. We recommend selecting a start-date at least one month after your program end-date if you do not have employment pre-arranged. This will allow you some time to apply for and obtain a job.

We strongly recommend that you begin looking for employment prior to your program end-date, as it is impossible to predict the amount of time it will take to find a job after graduation.

IMPORTANT: During the OPT process, the ISO advisor will issue your requested OPT I-20. Please review your I-765 and required documents CAREFULLY before submitting your OPT application to USCIS. Any errors could result in a delay or even a denial of your application. **Please note that the ISO is not responsible for any errors made on your application**.

Student's signature
(verify that you read
the guidelines)

Date: