



## 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.
- 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 \_\_\_\_\_ SSSSSSSS\_8UW\_\_\_\_\_

Email address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Notes:



*Application Guide for*

## **Optional Practical Training**

In order to apply for Optional Practical Training, please gather and submit the following documents to the International Student Office at Cambridge College. We will review your documents before you send them out to ensure that you are not missing any information. Submitting an incomplete OPT application can lead to processing delays, which can delay receipt of your EAD card.

### **Required documents:**

- Proof that you will complete your program by your anticipated graduation date.
- Two 2x2 inch color passport photos dated no older than 30 days
- A check in the amount of **\$410**, made payable to "U.S. Department of Homeland Security"
- \*Application for Employment Authorization (Form I-765)\*
- \*OPT recommendation I-20 (issued at the International Student Office)\*
- Your current passport
- Your most recent visa
- Your I-94 card
- ALL previous I-20s you've had in the U.S. Contact your previous schools for photocopies if you've lost the original!

\* These documents will be provided to you by the International Student Office when you apply for OPT. You do not need to bring these items with you.

### **When to apply:**

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 review your application and will issue your requested OPT I-20. Please review your I-765 and required documents CAREFULLY before mailing 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.**