



OPTIONAL PRACTICAL TRAINING – GENERAL INFORMATION

DEFINITION OF OPTIONAL PRACTICAL TRAINING

Optional Practical Training (OPT) is designed to provide F-1 students with an opportunity to gain actual employment experience in his/her chosen field of study. Its purpose is to complement the student's academic studies. This opportunity is an F-1 privilege, not a right. Students maintain their F-1 status throughout the OPT period and are considered to be UA students for immigration purposes until the expiration date of the EAD Card (also known as Employment Authorization Document, Form I-688B, or Form I-766) or until our office receives confirmation of change-of-status, at which time the electronic SEVIS record will be closed.

WHEN OPTIONAL PRACTICAL TRAINING MAY BE USED

1. Summer vacations; other times when school is not in session or on “break” - Pre-Completion OPT
 - Student must be currently enrolled and have met the 1 academic year requirement
 - Student must be eligible for registration and intends to register for the next semester
2. Fall and Spring semesters – Pre-Completion OPT
 - OPT used during the normal academic year cannot exceed 20 hours per week while school is in session
 - Student must enroll in full-time studies and continue to maintain status. OPT is not a DHS USCIS-approved reason for a reduced course load.
3. Completion of required coursework and research hours, but not degree requirements – Pre- or Post-Completion OPT
 - This is for graduate student who must take additional research hours to complete degree requirements.
 - Students must maintain enrollment while employed on OPT until degree is earned.
4. Completion of degree requirements – Post-Completion OPT
 - Undergraduate students – Degree completion is tied to commencement
 - Graduates – Degree completion is tied to commencement date for non-thesis track grad programs or to the date that the Graduate School accepts thesis/dissertation (e.g. final submission of revised thesis/dissertation).

ELIGIBILITY REQUIREMENTS

Employment Requirements:

- Employment must be directly related to the student's major field of study (not to their previous degree field or to a minor degree field).
- Employment must be appropriate for the student's level of education.
- The work may occur anywhere in the U.S.

Student Requirements:

- Student must have been lawfully enrolled on a full-time basis for at least one full academic year.
- Student must be in a degree-seeking program (non-degree students are not eligible for Practical Training).
- Student must be “in good academic standing”
 - Undergraduate students: GPA of 2.0 or above
 - Graduate students: GPA of 3.0 or above
- Passport must be valid for at least six months past the date when the student applies for OPT.

PLEASE NOTE: English Language Institute (ELI) students and Non-degree students are not eligible for OPT.

DURATION OF OPT

- Initial OPT is for up to 12 months.
- Student becomes eligible for another 12 month period of OPT upon completing a higher level degree program.
- Extension of 24 months available ONLY for certain STEM (Science, Technology, Engineering, and Mathematics) degree holders – SEE STEM OPT PACKET FOR OVERVIEW.

APPLICATION PERIOD

OPT applications (USCIS Form I-765 – www.uscis.gov/i-765) for standard post-completion OPT can be filed up to 90 days before the program end date (i.e. graduation date) and up to 60 days after the program end date.

DHS USCIS accepts applications for pre-completion OPT no more than 90 days prior to a student being enrolled for a full academic year, provided that the period of employment will not start prior to the completion of the full academic year.

WHAT IS YOUR GRADUATION DATE? - ACTUAL DATE OF COMPLETION OF STUDIES

DHS USCIS regulations define the “completion date” as the date when the student completes all requirements for the program of study, not necessarily the date when the student graduates or receives a diploma.

- **Undergraduate students** – the completion date is usually the date of commencement.
- **Graduate students:**
 - **Writing a thesis or dissertation** – completion may be considered to take place as early as the date of the successful thesis/dissertation defense, but completion occurs no later than the end of the semester in which the complete thesis/dissertation with final revisions is submitted to The Graduate School. International students on F-1 or J-1 student visa status cannot use the 0-credit hour exception listed in the Graduate School’s minimum enrollment policy as the basis of maintaining minimum enrollment requirements as an active student.
 - **Non-thesis or project option** – the completion date is usually commencement date but can vary

PART-TIME VERSUS FULL-TIME OPT

Both part-time and full-time OPT count toward the 12-month limit. Part-time OPT is only available prior to degree completion; all post-completion OPT is considered full-time. Part-time training (20 hours per week or less) counts the same as the full-time rate (more than 20 hours per week). Part-time and full-time OPT are subtracted at the same rate from the 12-month initial OPT period.

CANCELLATION OR POSTPONEMENT OF AUTHORIZATION

Once the EAD Card (Employment Authorization Document USCIS Form I-688B or I-766) is issued, the work authorization may not be cancelled or postponed. This means that unexpected delays in completing degree requirements, inability to find a job, or loss of a job may reduce the amount of time that you have available to actually work.

Furthermore, if a student accepts another I-20 prior to the end of the allowed period of OPT employment and (1) transfers to a different institution or (2) begins a new degree program at the same institution, the employment authorization indicated on his/her previous I-20 is automatically terminated on the date when the new I-20’s validity begins. Once Optional Practical Training has been authorized, it is either used or lost—it cannot be recuperated.

AUTHORIZED BEGINNING DATE OF EMPLOYMENT – BASED ON EAD CARD

A student is not eligible to begin work until both of the following requirements have been satisfied:

- (1) the Employment Authorization Document (EAD) is physically received by the student, and
- (2) the authorized beginning date of employment indicated on the EAD has arrived

CHANGE OF EMPLOYER WHILE ON OPT

OPT is not employer specific. Students in F-1 status do not need to have a job offer in order to apply for OPT. A student may change employers at any given time as long as the new job is

- (1) directly related to the student's major field of study
- (2) appropriate for the student's level of education

NOTE: As long as OPT is valid, students are required to report any change of name, change of address, and/or termination of employment to the ISSS office within 10 days of the event. ISSS reports these changes to DHS and USCIS through SEVIS. Remember, while on OPT you are still in F-1 status and the reporting responsibility of The University of Alabama.

UNEMPLOYMENT PROVISIONS FOR INITIAL 12 MONTHS OF OPT

During post-completion OPT, F-1 status is dependent upon employment. Students may not accrue an aggregate of more than 90 days of unemployment during the initial 12 months of post-completion OPT authorization.

TRAVEL OUTSIDE THE UNITED STATES WHILE ON OPT

In order to be allowed to reenter the U.S. while on OPT, a student must present the following at the Port of Entry:

- (1) a valid passport containing a valid F-1 visa (Valid F-1 Visa Exception: Travel to Canada, Mexico or adjacent Caribbean Islands for less than 30 days may qualify for automatic revalidation even if the current visa has expired).
- (2) Original I-20 endorsed for travel within the last six months
- (3) EAD Card
- (4) Letter from your employer verifying that you are expected back in the U.S. (after a brief absence) in order to begin or resume employment. **Note: Returning to the U.S. while on OPT without an employer letter or job offer letter does constitute a risk and is not advisable.**

TRAVEL WHILE OPT PETITION IS PENDING WITH DHS USCIS

If you will return to the U.S. (from outside North America) before you complete your degree requirements (before the end date noted in Program of Study of your I-20), you may re-enter the U.S. with the following immigration travel documents:

- (1) a valid passport containing a valid F-1 visa (Valid F-1 Visa Exception: Travel to Canada, Mexico or adjacent Caribbean Islands for less than 30 days may qualify for automatic revalidation even if the current visa has expired).
- (2) Original I-20 endorsed for travel within the last six months
- Transcript
- Letter of Registration
- Additional Photo ID (e.g., UA Action Card)
- Financial Documentation (e.g., bank statements, assistantship letter)

NOTE: It is not advisable to travel outside of the U.S. after your graduation/completion date while OPT authorization is pending. If you must travel and do not yet have your EAD Card, you should at least carry your I-797 Receipt Notice and a job offer letter which shows that you will be returning to work while on OPT.

AFTER OPT – 60-DAY GRACE PERIOD

Once the authorized period of OPT employment has ended, the student has a 60-day grace period in which to remain in the U.S. legally. The grace period allows time for the student to visit, settle his/her affairs in the U.S., etc. The student is not eligible to work during the 60-day grace period. If the student wishes to return to UA or transfer to a different school in order to begin a new degree program he/she must have secured a new I-20 and must be enrolled for the next available term after the completion of his/her OPT.

SEMINARS

International Student & Scholar Services (ISSS) office conducts seminars on OPT throughout the academic year. Seminar schedules are available in the ISSS office and on the ISSS website. Attendance is MANDATORY prior to applying for OPT.

For additional information on F-1 Optional Practical Training, please see the OPT information under our student employment page: <http://international.ua.edu/iss/currentstudents/student-employment/> or contact International Student & Scholar Services to schedule an appointment with an advisor.



Capstone International Center
International Student & Scholar Services

105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254 | TEL: 205-348-5402
INTERNATIONAL@UA.EDU | [HTTP://INTERNATIONAL.UA.EDU/ISSS/](http://INTERNATIONAL.UA.EDU/ISSS/)

**F-1 OPT Optional
Practical Training
Application**

BIOGRAPHIC INFORMATION

Full Name (as in passport): _____
Family/ Last Name (Surname) Given Name (First) Middle Name (if any)

Date of Birth (mmm/dd/yyyy - i.e. March 27, 1975): _____ Gender : male female

UA Campus-Wide ID (CWID) Number: _____ SEVIS I-20# N _____

CONTACT INFORMATION

Current Mailing Address: _____

Phone Number: _____ E-Mail Address: _____

ACADEMIC PROGRAM (MAJOR AND EXPECTED GRADUATION DATE)

Degree Level: Bachelor's Master's Doctoral
 ▶ Academic Major(s): _____

Expected Graduation Date: _____
(mmm/dd/yyyy - i.e. Dec. 15, 2013)

PRACTICAL TRAINING DATA

Type of Optional Practical Training You Are Seeking: <input type="checkbox"/> Pre-Completion <input type="checkbox"/> Post-Completion		Weekly Duration of Requested Training <input type="checkbox"/> Part-Time (20 Hours/Wk or less) <input type="checkbox"/> Full-Time (More than 20 Hours/Wk)	
Requested Work Start-Date: _____	Requested Work End-Date: _____	Are you working on-campus now? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Hours/Wk	
Have you completed more than 12 months (364 days) of full-time CPT? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you received prior OPT Authorization? <input type="checkbox"/> Yes ▶ <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> PhD <input type="checkbox"/> No		

EMPLOYER DATA (IF KNOWN)

Employer Name & Address: _____	
Supervisor's Name: _____	Supervisor's Phone: _____
Supervisor's Email: _____	Your Job Title: _____

DOCUMENT AND REQUIREMENT CHECKLIST

<input type="checkbox"/> Completed application form	<input type="checkbox"/> Completed Form I-765 - www.uscis.gov/i-765
<input type="checkbox"/> Signed Student Responsibility Checklist	<input type="checkbox"/> 2 passport-style photos (2 x 2 inches)
<input type="checkbox"/> Academic Adviser's recommendation	<input type="checkbox"/> Check/Money Order to "Department of Homeland Security" for \$410
<input type="checkbox"/> Copies of all I-20s	<input type="checkbox"/> 1 academic year in status
<input type="checkbox"/> Copy of main passport page	<input type="checkbox"/> Maintained full-time enrollment
<input type="checkbox"/> Copy of most recent visa stamp	
<input type="checkbox"/> Copy of I-94 - https://i94.cbp.dhs.gov/I94/request.html	

ISSS NOTES

Advisor's Initials

Date Received

Date Completed

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STUDENT RESPONSIBILITY AGREEMENT

While on practical training you must continue to abide by the rules and regulations governing your visa status. Please carefully read the statements below and place a check mark in the box next to each statement that applies to the type of practical training application that you are applying for. Sign at the bottom of the page. Your check marks and signature indicate your understanding and agreement to abide by the statements made.

OPTIONAL PRACTICAL TRAINING RESPONSIBILITY CHECKLIST

- I understand that Optional Practical Training has been **recommended** by International Student & Scholar Services and that I must obtain practical training **authorization** from the US Citizenship and Immigration Services (USCIS) before I can begin work.
- I understand that I must notify International Student & Scholar Services immediately if, after applying for OPT, I learn that I must take an additional course in order to graduate, as this will affect my work eligibility.**
- I understand that if post-completion OPT is recommended on the basis of having completed all course requirements for a graduate degree and only thesis/dissertation remains, it is my responsibility to continue enrollment in thesis/dissertation credit hours and make normal progress toward my graduate degree completion. International Student & Scholar Services may refuse to recommend a STEM OPT extension if I have not earned my degree at the time of applying.
- I understand that the USCIS may refuse to grant practical training if I do not submit all of the required application materials or fail to provide copies of all of the I-20s that have been issued to me at all the schools I have attended.
- I understand that International Student & Scholar Services is not responsible for the amount of time it takes for USCIS to process my application.
- I understand that the period of practical training authorized by USCIS will allow me to work **in my field of study only during the dates specified on the Employment Authorization Document (EAD)** issued by the USCIS.
- I understand that I must receive my EAD card and it must be at least the start date indicated on it in the authorized employment period in order for me to begin employment.
- I understand that my passport must be valid at the time of optional practical training authorization and it is my responsibility to maintain passport validity throughout the duration of my program.
- I understand that I am required by current immigration regulations to report the following to International Student & Scholar Services within 10 days of any change of: legal name; residential or mailing address; employer name; employer address; and/or loss of employment.
- I understand that I am required by current immigration regulations re-verify employer and residential address information with International Services every 6 months, even if there is no change.
- I understand that I may not accrue more than 90 days of unemployment during the initial 12-month OPT period.
- I understand that if I travel before or after the EAD is issued, International Student & Scholar Services assumes no responsibility for any difficulties I encounter. I also understand that **(1)** If I travel before the EAD is issued then upon my attempt to re-enter the U.S., I may be asked for evidence to show that I am looking for a job, **(2)** if I travel after my EAD is issued I can only reenter the U.S. to RESUME employment, which means that I must already have a job or a job offer, **(3)** I acknowledge that if I travel while the EAD application is pending and the EAD card is issued prior to my return to the U.S., that I must have a job upon my re-entry to the U.S.
- I understand that it is my responsibility to obtain a travel signature from International Student & Scholar Services if I am going to travel outside the U.S. while I am on OPT and also understand that a **travel signature is only valid for 6 months** during the OPT authorization period.

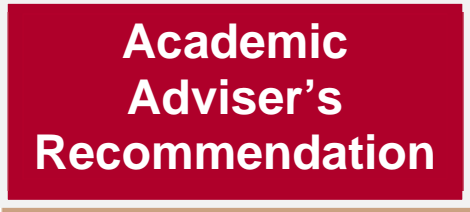
I certify that the above information is correct and complete, and that I shall notify UA of any change in my personal information.

Signature: _____ Date: _____



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International Student & Scholar Services

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INTERNATIONAL@UA.EDU | [HTTP://INTERNATIONAL.UA.EDU/ISSS/](http://INTERNATIONAL.UA.EDU/ISSS/)



TO BE COMPLETED BY ACADEMIC ADVISER & CHAIR

Name of Student: _____

CWID Number: _____ Level of Study: _____

Major Field(s) of Study: _____

UA Academic Department: _____

Adviser's Name: _____

Adviser's Title: _____

Adviser's Phone Number: _____ Email: _____

INSTRUCTIONS TO ACADEMIC ADVISER: Please select and complete the appropriate recommendation-type and sign at the bottom.

RECOMMENDATION FOR OPT AFTER COMPLETION OF PROGRAM OF STUDY/GRADUATION
This letter is written to confirm that the above named student completed/will complete all requirements for his/her degree on _____. In order for him/her to receive the full benefit of his/her education, it would be beneficial for him/her to receive practical experience in the field of _____ in this country. Therefore, I recommend that s/he be granted practical training.

RECOMMENDATION FOR OPT AFTER COMPLETION OF ALL GRADUATE COURSE REQUIREMENTS
The above named student is a full-time graduate student in the Department of _____. S/he has completed all course requirements for the degree on _____ and is taking additional research hours in order to complete the dissertation/thesis. S/he expects to complete the degree by _____. In order for the student to receive the full benefit of his/her education, it would be beneficial for him/her to receive practical training in the field of _____ beginning _____ in this country. The student will continue to enroll in dissertation/thesis research hours for the duration of the remaining academic program as required by the Graduate School.

RECOMMENDATION FOR PRACTICAL TRAINING DURING SCHOOL VACATION PERIOD
The above named student is a full-time student in the Department of _____ expecting to complete his/her degree by _____. The Department of _____ recommends that s/he be authorized practical training to engage in employment related to his/her program of study during his/her vacation period. We consider such an experience beneficial to a student's program of study.

RECOMMENDATION FOR PART-TIME PRACTICAL TRAINING DURING ACADEMIC YEAR
The above named student is a full-time student in the Department of _____ expecting to complete his/her degree by _____. The Department of _____ recommends that s/he be authorized practical training to engage in part-time, off-campus, degree-related employment (20 hours/week or less) during the academic year. We consider such an experience beneficial to the student's program of study.

Required Signatures:

Adviser's Signature: _____ Date: _____

Chair's Signature: _____ Date: _____



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F-1 OPT Optional Practical Training Checklist

SCHEDULING AN OPT APPOINTMENT

Optional Practical Training (OPT) processing is available by appointment on Tuesdays and Wednesdays from 9:00 AM to 11:00 AM. If these times conflict with your class or work schedule, a special appointment time can be made. Please set an [appointment online](#) or contact International Student & Scholar Services at international@ua.edu or 205-348-5402.

WHAT TO BRING TO THE APPOINTMENT

OPT Application & Signed Student Responsibility Checklist (pages 4 & 5 of OPT Packet)

Academic Adviser's recommendation (page 6 of OPT Packet)

Capstone International Center International Student & Scholar Services 105 B.B. Comer Hall Box 870254 Tuscaloosa, AL 35487-0254 TEL: 205-348-5402 INTERNATIONAL@UA.EDU HTTP://INTERNATIONAL.UA.EDU/ISSS/		F-1 OPT Optional Practical Training Application	
BIOGRAPHIC INFORMATION			
Full Name (as in passport): _____			
Family Last Name (Surname)		Given Name (First)	
Middle Name (if any)			
Date of Birth (mm/dd/yyyy - i.e. March 27, 1975): _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			
UA Campus-Wide ID (CWID) Number: _____ SEVIS I-20# _____			
CONTACT INFORMATION			
Current Mailing Address: _____			
Phone Number: _____		E-Mail Address: _____	
ACADEMIC PROGRAM (MAJOR AND EXPECTED GRADUATION DATE)			
Degree Level: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral		Expected Graduation Date: _____ (mm/dd/yyyy - i.e. Dec. 15, 2012)	
Academic Major(s): _____			
PRACTICAL TRAINING DATA			
Type of Optional Practical Training You Are Seeking:		Weekly Duration of Requested Training	
<input type="checkbox"/> Pre-Completion <input type="checkbox"/> Post-Completion		<input type="checkbox"/> Part-Time (20 Hours/Wk or less)	
		<input type="checkbox"/> Full-Time (More than 20 Hours/Wk)	
Requested Work Start-Date: _____	Requested Work End-Date: _____	Are you working on-campus now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours/Wk: _____
Have you completed more than 12 months (360 days) of full-time OPT? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you received prior OPT authorization? <input type="checkbox"/> Yes <input type="checkbox"/> No	I am a <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> PhD student	
EMPLOYER DATA (IF KNOWN)			
Employer Name & Address: _____		Supervisor's Name: _____	
Supervisor's Phone: _____		Supervisor's Email: _____	
Supervisor's Job Title: _____			
DOCUMENT AND REQUIREMENT CHECKLIST			
<input type="checkbox"/> Completed application form <input type="checkbox"/> Signed Student Responsibility Checklist <input type="checkbox"/> Academic Adviser's recommendation <input type="checkbox"/> Copies of all I-20s <input type="checkbox"/> Copy of main passport page <input type="checkbox"/> Copy of most recent visa stamp <input type="checkbox"/> Copy of I-94 - http://i94.cbp.dhs.gov/i94/transport.html		<input type="checkbox"/> Completed Form I-765 - www.dhs.gov/i-765 <input type="checkbox"/> 2 passport-style photos (2 x 2 inches) <input type="checkbox"/> Check/Money Order to "Department of Homeland Security" for \$410 <input type="checkbox"/> 1 academic year in status <input type="checkbox"/> Maintained full-time enrollment	
ISSS NOTES			
Adviser's Initials: _____	Date Received: _____	Date Completed: _____	

International Student & Scholar Services | University of Alabama | 105 B.B. Comer Hall | Tuscaloosa, AL 35487-0254 | USA
Phone: 205-348-5402 | Fax: 205-348-5406 | E-mail: international@ua.edu | <http://international.ua.edu/iss/> | www.ua.edu

UA F-1 Optional Practical Training Packet, 06/2017

STUDENT RESPONSIBILITY AGREEMENT	
<p><i>If while on practical training you must continue to abide by the rules and regulations governing your visa status. Please carefully read the statements below and place a check mark in the box next to each statement that applies to the type of practical training application that you are applying for. Sign at the bottom of the page. Your check marks and signature indicate your understanding and agreement to abide by the statements made.</i></p>	
OPTIONAL PRACTICAL TRAINING RESPONSIBILITY CHECKLIST	
<input type="checkbox"/> I understand that Optional Practical Training has been recommended by International Student & Scholar Services and that I must obtain practical training authorization from the US Citizenship and Immigration Services (USCIS) before I can begin work. <input type="checkbox"/> I understand that I must notify International Student & Scholar Services immediately (if, after applying for OPT, I learn that I must take an additional course in order to graduate, as this will affect my work eligibility). <input type="checkbox"/> I understand that if post-completion OPT is recommended on the basis of having completed all course requirements for a graduate degree and only then dissertation remains, it is my responsibility to continue enrollment in thesis/dissertation credit hours and make normal progress toward my graduate degree completion. International Student & Scholar Services may refuse to recommend a STEM OPT extension if I have not earned my degree at the time of applying. <input type="checkbox"/> I understand that the USCIS may refuse to grant practical training if I do not submit all of the required application materials or fail to provide copies of all of the I-20s that have been issued to me at all the schools I have attended. <input type="checkbox"/> I understand that International Student & Scholar Services is not responsible for the amount of time it takes for USCIS to process my application. <input type="checkbox"/> I understand that the period of practical training authorized by USCIS will allow me to work in my field of study only during the dates specified on the Employment Authorization Document (EAD) issued by the USCIS. <input type="checkbox"/> I understand that I must receive my EAD card and it must be at least the start date indicated on it in the authorized employment period in order for me to begin employment. <input type="checkbox"/> I understand that my passport must be valid at the time of optional practical training authorization and it is my responsibility to maintain passport validity throughout the duration of my program. <input type="checkbox"/> I understand that I am required by current immigration regulations to report the following to International Student & Scholar Services within 10 days of any change of legal name, residential or mailing address, employer name, employer address, and/or loss of employment. <input type="checkbox"/> I understand that I am required by current immigration regulations to re-verify employer and residential address information with International Services every 6 months, even if there is no change. <input type="checkbox"/> I understand that I may not accrue more than 90 days of unemployment during the initial 12-month OPT period. <input type="checkbox"/> I understand that if I travel before or after the EAD is issued, International Student & Scholar Services assumes no responsibility for any difficulties I encounter. I also understand that (1) if I travel before the EAD is issued then upon my attempt to re-enter the U.S., I may be asked for evidence to show that I am looking for a job, (2) if I travel after my EAD is issued I can only re-enter the U.S. to RESUME employment, which means that I must already have a job or a job offer, (3) I acknowledge that if I travel while the EAD application is pending and the EAD card is issued prior to my return to the U.S., that I must have a job upon my re-entry to the U.S., <input type="checkbox"/> I understand that it is my responsibility to obtain a travel signature from International Student & Scholar Services if I am going to travel outside the U.S. while I am on OPT and also understand that a travel signature is only valid for 6 months during the OPT authorization period. I certify that the above information is correct and complete, and that I shall notify UA of any change in my personal information.	
Signature: _____	Date: _____

International Student & Scholar Services | University of Alabama | 105 B.B. Comer Hall | Tuscaloosa, AL 35487-0254 | USA
Phone: 205-348-5402 | Fax: 205-348-5406 | E-mail: international@ua.edu | <http://international.ua.edu/iss/> | www.ua.edu

UA F-1 Optional Practical Training Packet, 06/2017

Capstone International Center International Student & Scholar Services 105 B.B. Comer Hall Box 870254 Tuscaloosa, AL 35487-0254 TEL: 205-348-5402 INTERNATIONAL@UA.EDU HTTP://INTERNATIONAL.UA.EDU/ISSS/		Academic Adviser's Recommendation	
TO BE COMPLETED BY ACADEMIC ADVISER & CHAIR			
Name of Student: _____		Level of Study: _____	
CWID Number: _____			
Major Field(s) of Study: _____			
UA Academic Department: _____			
Adviser's Name: _____		Adviser's Title: _____	
Adviser's Phone Number: _____		Email: _____	
INSTRUCTIONS TO ACADEMIC ADVISER: Please select and complete the appropriate recommendation-type and sign at the bottom.			
<input type="checkbox"/> RECOMMENDATION FOR OPT AFTER COMPLETION OF PROGRAM OF STUDY/GRADUATION This letter is written to confirm that the above named student completed/will complete all requirements for his/her degree on _____ . In order for him/her to receive the full benefit of his/her education, it would be beneficial for him/her to receive practical experience in the field of _____ in this country. Therefore, I recommend that s/he be granted practical training.			
<input type="checkbox"/> RECOMMENDATION FOR OPT AFTER COMPLETION OF ALL GRADUATE COURSE REQUIREMENTS The above named student is a full-time graduate student in the Department of _____ and is taking additional research hours in order to complete the dissertation thesis. S/he expects to complete the degree by _____. In order for the student to receive the full benefit of his/her education, it would be beneficial for him/her to receive practical training in the field of _____ beginning _____ in this country. The student will continue to enroll in dissertation/thesis research hours for the duration of the remaining academic program as required by the Graduate School.			
<input type="checkbox"/> RECOMMENDATION FOR PRACTICAL TRAINING DURING SCHOOL VACATION PERIOD The above named student is a full-time student in the Department of _____ . The Department of _____ recommends that s/he be authorized practical training to engage in employment related to his/her program of study during his/her vacation period. We consider such an experience beneficial to the student's program of study.			
<input type="checkbox"/> RECOMMENDATION FOR PART-TIME PRACTICAL TRAINING DURING ACADEMIC YEAR The above named student is a full-time student in the Department of _____ . The Department of _____ recommends that s/he be authorized practical training to engage in part-time, off-campus, degree-related employment (20 hours week or less) during the academic year. We consider such an experience beneficial to the student's program of study.			
Required Signatures:			
Adviser's Signature: _____		Date: _____	
Chair's Signature: _____		Date: _____	

International Student & Scholar Services | University of Alabama | 105 B.B. Comer Hall | Tuscaloosa, AL 35487-0254 | USA
Phone: 205-348-5402 | Fax: 205-348-5406 | E-mail: international@ua.edu | <http://international.ua.edu/iss/> | www.ua.edu

UA F-1 Optional Practical Training Packet, 06/2017

- Copies of I-20s, passport, visa, and I-94
- Completed Form I-765 (newest version)
- 2 passport-style photos (2 x 2 inches)



Check or Money Order to "U.S. Department of Homeland Security" for \$410

Sample Person 1 Main Street Tuscaloosa, AL 00000	1001 Date 12/23/2016
Pay to the order of U.S. Department of Homeland Security	\$ 410.00
Four Hundred and Ten Dollars 00/100	Dollars
Memo OPT Application Fee	YOUR SIGNATURE
⑆ 1 2 3 4 5 6 7 8 9 ⑆ 9 8 7 6 5 4 ⑆ 1 0 0 1	



Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 02/28/2018

For USCIS Use Only	Fee Stamp	Action Block	Initial Receipt	Resubmitted
			Relocated	
			Received	Sent
			Completed	
<input type="checkbox"/> Application Approved <input type="checkbox"/> Authorization/Extension Valid From _____ <input type="checkbox"/> Authorization/Extension Valid To _____ Subject to the following conditions: _____		<input type="checkbox"/> Application Denied - Failed to establish: <input type="checkbox"/> Eligibility under 8 CFR 274a.12 (a) or (c)		<input type="checkbox"/> Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f) A# _____ <input type="checkbox"/> Applicant is filing under section 274a.12 _____

▶ **START HERE** - Type or print in black ink.

Check this box if this is a new OPT at this degree level.

I am applying for:

- Permission to accept employment. ←
- Replacement (of lost employment authorization document).
- Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

7. Gender Male Female

8. Marital Status

Single Married

If you don't have an SSN, you can leave 9b blank. You can then request an SSN be issued for you by completing 10, 11, 12 a & b, and 13 a & b.

9.a. Has the Social Security Administration officially issued a Social Security card to you?

1. Full Name

Family Name	First Name	Middle Name
Elephant	Al	

NOTE: If you answered "Yes" to Item Number 9.a., provide the information requested in Item Number 9.b.

2. Other Names Used (include Maiden Name)

Family Name	First Name

Recommend that you use the ISSS Address rather than your personal address (USCIS does not forward mail)

9.b. Provide your Social Security number (SSN) (if known)

▶	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

3. U.S. Mailing Address

Street Number and Name	Apt. Number	
Intl Services Box 870254		
Town or City	State	ZIP Code
Tuscaloosa	AL	35487

10. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to Item Number 11., Consent for Disclosure, to receive a card.)

Yes No

NOTE: If you answered "No" to Item Number 10., skip to Item Number 14. If you answered "Yes" to Item Number 10., you must also answer "Yes" to Item Number 11.

4. Country of Citizenship or Nationality

India

11. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card. Yes No

5. Place of Birth

Town or City	State/Province	Country
New Delhi		India

NOTE: If you answered "Yes" to Item Numbers 10. - 11., provide the information requested in Item Numbers 12.a. - 13.b.

6. Date of Birth (mm/dd/yyyy)

10/24/1930

Father's Name

12.a. Family Name (Last Name)	Elephant
12.b. Given Name (First Name)	Albert

I-94 # is the 11-digit number on the electronic I-94 available at www.cbp.gov/i94.

Mother's Name (Provide your mother's birth name.)

13.a. Family Name (Last Name)

13.b. Given Name (First Name)

14. Alien Registration Number (A-Number) or Form I-94 Number (if any)

15. Have you ever before applied for employment authorization from USCIS?
 Yes (Complete the Which USCIS Office Results (Granted)
 No (Proceed to Item 16.)

CPT and On-Campus Work don't count as having applied for work authorization. Only say yes, if you had an EAD.

16. Date of Your Last About (mm/dd/yyyy)

Date and place of last entry to the US should be on your passport, on an oval red and blue stamp near your visa page.

17. Place of Your Last Arrival or Entry Into the U.S.

18. Status at Last Entry (B-2 Visa Status, etc.)

F-1 Student is most likely your manner of last entry and should be your current status.

19. Current Immigration Status (Visitor, Student, etc.)

20. Eligibility Category. Go to the Who May File Form I-765 section of the Instructions. In the space below, place the eligibility category you selected (a)(8), (c)(17)(iii), etc. () () ()

(c)(3)(A) = Pre-completion OPT
(c)(3)(B) = Post-completion OPT

21. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 20. above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Client Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree Employer's Name as listed in E-Verify

Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

22. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 20. above, list the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

23. (c)(35) and (c)(36) Eligibility Category
a. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 20. above, list the number of the Form I-140 beneficiary's Form I-797 Notice of Approval for Form I-140.

b. Have you EVER been arrested for and/or convicted of any crime? Yes No

NOTE: If you answered "Yes" to Item Number 23.b., refer to Item Number 5., Item H. or Item I. in the Who May File Form I-765 section of these Instructions for information about providing court dispositions.

Certification
I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the Who May File Form I-765. I have read the Who May File Form I-765 Instructions and agree to the category in Item Number 20.

SIGN IN BLUE INK. DON'T FORGET TO ADD DATE.

Applicant's Signature

Date of Signature (mm/dd/yyyy)

Telephone Number

Signature of Person Preparing Form, If Other Than Applicant. If you are not the applicant, list your name and title. If you are the applicant, list your name and title.
any knowledge.

Preparer's Signature

Date of Signature (mm/dd/yyyy)

Printed Name

Address