



Capstone International Center  
International Student & Scholar Services

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

For additional information on F-1 Optional Practical Training, please see the OPT information under our [student employment page](#), our [How to Apply for OPT Page](#), and our [step-by-step instructions for Filing Form I-765 Online](#).

For questions, set an [OPT Advising Appointment online](#). To apply, set an [OPT Processing Appointment](#).

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

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**

Requested Work Start-Date: (Must be within 60 days of completion)		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:	_____

**DOCUMENTS TO BE UPLOADED TO ISSS**

- Upload the following as a single file:
- Completed application form
  - Signed Student Responsibility Checklist
  - Academic Advisor's recommendation
  - Copies of any prior EAD Card(s) (if any)\* ▶
  - Copies of all I-20s (merged as a single PDF)\* ▶
  - Copy of main passport page\* ▶
  - Copy of most recent visa stamp\* ▶
  - I-94 Record\*** ▶
- \*Submit with I-765, as well. ▶

**I-765 SUBMISSION CHECKLIST**

- Online Form I-765 - [www.uscis.gov/i-765](http://www.uscis.gov/i-765)  
 (NOTE: When filing I-765 online, do not complete submission of online form until after receiving I-20 with OPT Recommendation; Please see [step-by-step instructions for Filing Form I-765 Online](#).)
- I-20 Recommending OPT
- Digital passport-style photo**
- I-765 Fee Payment (NOTE: Pay via ACH withdrawal from checking or savings or with a credit card)

## 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 - <https://egov.uscis.gov/processing-times/>.
- I understand that for post-completion OPT, my **on-campus employment must stop by the program end-date printed on my new I-20 recommending OPT.**
- 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 Card)** issued by the USCIS.
- I understand that **I must receive my physical EAD card, and the start date on the EAD card in the authorized employment period must be current in order to resume any on-campus employment/training or begin any off-campus employment/training.**
- 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 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: \_\_\_\_\_



**TO BE COMPLETED BY ACADEMIC ADVISOR**

Name of Student: \_\_\_\_\_

CWID Number: \_\_\_\_\_ Email: \_\_\_\_\_

Level of Study:  Bachelor's;  Master's;  Doctorate Major Field(s) of Study: \_\_\_\_\_

UA Academic Department: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

Advisor's Title: \_\_\_\_\_

Advisor's Email: \_\_\_\_\_

Please confirm the following about the above-named student.

- Level of Study to be completed:  Bachelor's;  Master's;  Doctorate
- Major Field(s) of Study: \_\_\_\_\_
- Expected term of completion:  Fall;  Spring;  Summer of \_\_\_\_\_ (year)

**NOTE:** For graduate students, term of completion is considered to be the semester in which they submit their Master's Thesis or Doctoral Dissertation to the Graduate School in ProQuest.

- For Graduate Students Seeking Practical Training During Research Phase:** It is possible for graduate students in Thesis or Dissertation programs to engage in Optional Practical Training prior to degree completion. The option to pursue OPT is available once a student has reached candidacy and is only in Thesis or Dissertation Research. Students must maintain 699 Dissertation Research/599 Thesis Research enrollment while employed on OPT until degree is earned.

In  Fall;  Spring;  Summer of \_\_\_\_\_ (year) , the student completed/will complete all academic requirements to enter into the Thesis/Dissertation Research Phase.

**Note regarding on-campus work:**

Students **must stop all on-campus work** no later than the last day of the semester they complete their program (for undergraduate students this is the date of commencement; for graduate students this is generally the commencement date of the semester in which they submit their thesis/dissertation).

Graduate students beginning OPT while in their Thesis or Dissertation Research phase but prior to program completion **must stop all on-campus work** by the end-date listed on the I-20 recommending OPT.

**RECOMMENDATION FOR OPT:** In order for the student to receive the full benefit of their education, it would be beneficial for them to receive practical experience in their field of study. Therefore, I recommend that they be granted optional practical training.

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_