

# How to Complete the OPT Application Packet

This will guide you through the process of completing your Optional Practical Training Application. You can find the application at [http://international.ua.edu/files/2017/01/F-1\\_OPT\\_Packet\\_New.pdf](http://international.ua.edu/files/2017/01/F-1_OPT_Packet_New.pdf).

The OPT Application is three pages long. You will complete pages one through two, and your academic advisor will complete page three.

## Complete Biographic, Contact, and Academic Info on Page One

Fill in the fields with your information. Make sure that all fields are accurate and up to date.

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: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral		Expected Graduation Date:	
▶ Academic Major(s):		(mmm/dd/yyyy - i.e. Dec. 15, 2013)	

## Complete the Practical Training Data and Employer Data

The first step is to pick your requested start date. This is the date we will use for your OPT recommendation.

If you are currently working on-campus (including teaching or research assistantships) indicate this here.

Indicate if you have completed more than 364 days of full-time Curricular Practical Training. If you are not sure what to put here, contact International Student and Scholar Services for help.

Indicate here if you have completed OPT before. If you have not, select no.

**The employer data is optional.** Many people file for OPT without having a job offer. If you do have a job offer, indicate the employer here.

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:	

# Complete and Sign the Student Responsibility Agreement on Page Two

OPT changes your relationship with immigration. From now on, you will be the person primarily responsible for keeping your immigration status in compliance. Carefully read over each responsibility and sign at the bottom of the page. **Remember**, if you don't understand something, speak with an advisor at International Student and Scholar Services.

STUDENT RESPONSIBILITY AGREEMENT
<p>While on practical training you must continue to abide by the rules and regulations governing your visa status.</p> <p>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.</p>

OPTIONAL PRACTICAL TRAINING RESPONSIBILITY CHECKLIST
<p><input type="checkbox"/> I understand that Optional Practical Training has been <b>recommended</b> by International Student &amp; Scholar Services and that I must obtain practical training <b>authorization</b> from the US Citizenship and Immigration Services (USCIS) before I can begin work.</p> <p><input type="checkbox"/> I understand that I must notify International Student &amp; 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.</p> <p><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 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 &amp; Scholar Services may refuse to recommend a STEM OPT extension if I have not earned my degree at the time of applying.</p> <p><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.</p> <p><input type="checkbox"/> I understand that International Student &amp; Scholar Services is not responsible for the amount of time it takes for USCIS to process my application - <a href="https://egov.uscis.gov/processing-times/">https://egov.uscis.gov/processing-times/</a>.</p> <p><input type="checkbox"/> I understand that for post-completion OPT, my <b>on-campus employment must stop by the program end-date printed on my new I-20 recommending OPT.</b></p> <p><input type="checkbox"/> I understand that the period of practical training authorized by USCIS will allow me to work <b>in my field of study only during the dates specified on the Employment Authorization Document (EAD Card)</b> issued by the USCIS.</p> <p><input type="checkbox"/> I understand that I must receive my <b>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.</b></p> <p><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.</p> <p><input type="checkbox"/> I understand that I am required by current immigration regulations to report the following to International Student &amp; Scholar Services within 10 days of any change of: legal name; residential or mailing address; employer name; employer address; and/or loss of employment.</p> <p><input type="checkbox"/> I understand that I may not accrue more than 90 days of unemployment during the initial 12-month OPT period.</p> <p><input type="checkbox"/> I understand that if I travel before or after the EAD is issued, International Student &amp; 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.</p> <p><input type="checkbox"/> I understand that it is my responsibility to obtain a travel signature from International Student &amp; Scholar Services if I am going to travel outside the U.S. while I am on OPT and also understand that a <b>travel signature is only valid for 6 months</b> during the OPT authorization period.</p>

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:

## Provide Page Three to Your Academic Advisor

Your academic advisor or chair needs to complete the final part of the application. Digital signatures are accepted.

The first section of page three covers your student information, and basic academic information.

**Graduate Students remember,** you can apply for OPT before you have graduated if you have completed all requirements other than dissertation or thesis research. If this is the case, make sure your advisor indicated this on line 4.

TO BE COMPLETED BY ACADEMIC ADVISER	
Name of Student:	<input type="text"/>
CWID Number:	<input type="text"/> Email: <input type="text"/>
Level of Study:	<input type="checkbox"/> Bachelor's; <input type="checkbox"/> Master's; <input type="checkbox"/> Doctorate Major Field(s) of Study: <input type="text"/>
UA Academic Department:	<input type="text"/>
Advisor's Name:	<input type="text"/>
Advisor's Title:	<input type="text"/>
Advisor's Email:	<input type="text"/>
Please confirm the following about the above-named student.	
1. Level of Study to be completed: <input type="checkbox"/> Bachelor's; <input type="checkbox"/> Master's; <input type="checkbox"/> Doctorate	
2. Major Field(s) of Study: <input type="text"/>	
3. Expected term of completion: <input type="checkbox"/> Fall; <input type="checkbox"/> Spring; <input type="checkbox"/> Summer of <input type="text"/> (year)	
<b>NOTE:</b> For graduate students, term of completion is considered to be the semester in which they submit their <u>Master's Thesis</u> or <u>Doctoral Dissertation</u> to the Graduate School in ProQuest.	
4. <b>For Graduate Students Seeking Practical Training During Research Phase:</b> 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 <input type="checkbox"/> Fall; <input type="checkbox"/> Spring; <input type="checkbox"/> Summer of <input type="text"/> (year) , the student completed/will complete all academic requirements to enter into the Thesis/Dissertation Research Phase.	

## Review the On-Campus Work Details

**Remember**, we must shorten your I-20 in order to apply for OPT. Your last day of on-campus work is the day we shorten your I-20 to. **It is a violation of status to work on-campus after that day without authorization from International Student and Scholar Services.**

Make sure your academic advisor has checked the final box and signed the document before submission. Digital signatures are acceptable.

### 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: