

OPTIONAL PRACTICAL TRAINING REQUEST

After attending an OPT workshop, gather the following documents:

- OGI OPT form (on reverse), completed, signed by student and academic advisor
- Proof of completion of studies (graduation audit, etc.) if applying for post completion OPT
- Check or money order to **US Department of Homeland Security** for non-refundable filing fee (currently \$410); must be from US based financial institution
- Form I-765 from <http://www.uscis.gov/files/form/i-765.pdf> marked either **(c)(3)(B)** under eligibility for post completion or **(c)(3)(A)** for pre-completion
- 2 identical passport style photos with name and SEVIS ID number printed neatly in pencil on the back; you cannot be wearing glasses in the photos, and they must have been taken within the last 30 days (see <https://travel.state.gov/content/passports/en/passports/photos/photos.html> for additional information)
- Copies any previous Forms I-20 containing off campus employment information (data pages only), from EWU and *any other schools you have attended*
- Copy of passport information page (and update/modification page, if applicable)
- Copy of current or most recent student visa or change of status approval
- Printout of current I-94 or copy of paper I-94 from passport (both sides)
- Copy of previous I-766/EAD(s), if ever issued for any reason
- G-1145 (recommended) <http://www.uscis.gov/files/form/g-1145.pdf>

Make an appointment with OGI to review your OPT request. Your eligibility for OPT will be verified and your application will be checked to make sure it is complete and correct. If your application is correct, a DSO will issue you a new I-20 as well as a cover letter for your application. When you receive your I-20 with OPT endorsement, you will also receive filing instructions. Carefully follow the instructions for filing your application.

Scan the entire application (including fee payment, signature card & photographs) and in the order it is assembled for mailing. Be sure all copies are high quality and that scans are clear. Retain a scanned copy for your records and submit one PDF copy to OGI. Mail application to the Phoenix lockbox as listed in the I-765 instructions unless you have already moved to another jurisdiction. **Application must be received and acknowledged by USCIS within 30 days of the DSO endorsement for OPT in SEVIS.**

You should receive a receipt from USCIS within 2-3 weeks after delivery of your application. Please submit a copy of your receipt to OGI. Once you have your receipt number you can check the status of your application online here: <https://egov.uscis.gov/casestatus> . If you receive a Request for Further Evidence (RFE) notify OGI immediately so that we may assist you in fulfilling that request. Your Employment Authorization Document (EAD card) should arrive within 3 months of your original request if no RFE is received. Bring or mail a copy of your EAD to OGI.

Remember that the Department of Homeland Security still regards you as an EWU “student” for immigration purposes. You are required to report regularly to OGI in order to maintain valid visa status.

STUDENT INFORMATION

Name: _____ EWU ID #: _____

Level of Education: Bachelors Masters Doctorate

Major/Field(s) of Study: _____ Concentration: _____

Have you completed a Graduation Application or Graduate Candidacy? Yes (Attach a copy) No

I am applying to participate in OPT: Post Completion (Full Time required) under (c)(3)(B)
 Pre Completion under (c)(3)(A) for Full Time or Part Time employment

Requesting authorization from Date: ____/____/____* to Date: ____/____/____*

**Applications take approximately 3 months to process, and post completion authorization must be requested to start within the 60 days after you complete your studies. The end date should be 365 days after the start date for a 12 month period of OPT. Talk to an OGI advisor if you need assistance in choosing dates.*

I understand that I am responsible for maintaining my immigration status while participating in Optional Practical Training (OPT) and that my employer may be notified if I become ineligible to continue OPT. I understand my employment must be directly related to my major field(s) of studies. I am aware I must report all employment and residential information to OGI and SEVP for the duration of my authorization. I will regularly check my Eagles email for additional updates and information.

Signature: _____ Date: ____/____/____
(month/day/year)

ACADEMIC DEPARTMENTAL APPROVAL (POST-COMPLETION)

Form must be endorsed by the student's academic advisor, Department Chair, or Dean

The above named student is applying for authorization for Optional Practical Training under 8 C.F.R. § 214.2(f)(10), which allows for a 12 month opportunity to work in the United States and gain practical experience in a student's major field of studies. OGI is requesting your assistance to establish that the student

*8 C.F.R. § 214.2(f)(10)(ii) Optional practical training (A) Consistent with the application and approval process in paragraph (f)(11) of this section, a student may apply to USCIS for authorization for ... employment for optional practical training:
... (3) After completion of the course of study, or, for a student in a bachelor's, master's, or doctoral degree program, after completion of all course requirements for the degree (excluding thesis or equivalent). Continued enrollment, for the school's administrative purposes, after all requirements for the degree have been met does not preclude eligibility for optional practical training...*

Graduate programs only: The student has or has not used all thesis/project credits.

Name: _____ Phone #: _____

Title: _____ Department: _____

The above named student appears to be on track to graduate and is enrolled in the final classes needed for degree completion for the named degree on date: ____/____/____
(month/day/year)

Signature _____ (month/day/year)

OFFICE OF GLOBAL INITIATIVES APPROVAL

APPROVED and OPT I-20 issued Date: ____/____/____
 DENIED by: _____