

# Optional Practical Training Application

To apply for OPT, CIE must recommend you for OPT in SEVIS and issue you a new I-20 for your application to USCIS. CIE requires at least one week to issue your OPT-recommended I-20. After receiving this I-20, you must mail all application materials (including the fee and a copy of the new I-20) to USCIS. **DO NOT apply for OPT online or without your OPT-recommended I-20.**

## How to file your OPT request:

**Step 1:** Submit the following completed documents to CIE to request your OPT-recommended I-20:

- Optional Practical Training I-20 Request Form (page two of this form)
- Form I-765 (typed and signed in black ink), found on the [uscis.gov](http://uscis.gov) website
  - Item 27: (c)(3)(B) for post-completion OPT (most common) -or- (c)(3)(A) for pre-completion OPT
- Note:** It can take more than 4 months to receive OPT approval from USCIS, it is important on your application to use a return-mailing address that will be valid for longer than 4 months.
- Form G-1145 (typed) to request E-notification of acceptance of application, found on the [uscis.gov](http://uscis.gov) website
- Copy of your latest I-94 record
- Copies of your passport's biographical page, most recent F-1 visa page, and most recent entry stamp page
- If applicable: Copies of your previous EAD OPT card and I-20(s) with notated OPT and/or CPT
- Two new U.S. passport-style photographs with your name clearly printed on the back

**Note:** Photos can be taken and purchased with a credit/debit card at the CIE Main Office for \$8.00

**Step 2:** An Immigration Coordinator will review your submitted documents

Approximately one week after your submission you will receive an email to schedule a meeting with an Immigration Coordinator

**Step 3:** Meet with an Immigration Coordinator to review your OPT application packet and receive your OPT-recommended I-20

**Step 4:** Mail your OPT application documents, copy of the new I-20, photos, and filing fee to USCIS

CIE recommends using a mailing service that offers tracking

The filing fee of \$410 can be paid via credit card by submitting form G-1450 or by personal check to the "U.S. Department of Homeland Security"

**Note:** Do not mail cash

# Optional Practical Training I-20 Request

## To be completed by the student:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

UWM Student ID: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_ Preferred Phone Number: \_\_\_\_\_

Education Level:  Bachelor  Master  Doctorate

Are you a TA/RA/PA?:  No  Yes: If yes, when is your contract end date: \_\_\_\_\_

Program Completion Date: \_\_\_\_\_

Requested OPT authorization Dates (Note: OPT start date must be within 60 days after program completion date):

OPT start date: \_\_\_\_\_ OPT end date: \_\_\_\_\_

Have you been authorized for *curricular* practical training (CPT) in the past?  Yes  No

Have you been authorized for *optional* practical training (OPT) in the past?  Yes  No

Level of PAST OPT : Bachelor from \_\_\_\_\_ to \_\_\_\_\_  Full-time  Part-time

Master from \_\_\_\_\_ to \_\_\_\_\_  Full-time  Part-time

*By signing below you certify that you have been enrolled on a full-time basis for at least one academic year, you have followed the rules for maintaining lawful F-1 status, and understand the responsibilities required for maintaining lawful status during the period of OPT.*

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

## To be completed by the student's Academic / Faculty Advisor:

Student's Major/Field: \_\_\_\_\_ Program Completion Term and Year: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reminder: Students are NOT eligible for on-campus employment after program completion date .**