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 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 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 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.