



How to Apply for OPT

Please acquire all the items on the below checklist, and then make an appointment with the Director of International Admission to review your application. Please bring all checklist items with you to your appointment, and your OPT I-20 will be issued. **Please note:** *the first item on this checklist is retained by our office; it does not get sent to USCIS.*

Processing time for USCIS is approximately three months. You may file an OPT application 90 days before your program completion date or within 60 days after your program completion date. Please plan accordingly.

OPT APPLICATION CHECKLIST

- Completed University of Mount Union “OPT Application Form” (included in this packet).
- USCIS Form I-765, Application for Employment Authorization. This can be downloaded from the USCIS website at www.uscis.gov.
- Form I-765 Filing fee of \$410, check or money order made payable to the U.S. Department of Homeland Security.
- Form G-1145, E-Notification for Application/Petition Acceptance. If you want to receive an email and/or text message that your I-765 has been accepted at a USCIS Lockbox facility, then you can complete this form. This form can be downloaded from the USCIS website at www.uscis.gov.
- Copies of all I-20s you’ve received as a student (since your arrival to the U.S as an F-1 student).
- Copy of your passport picture page and passport expiration date page. Your passport must be valid.
- Copy of your F-1 visa.
- Copy of Form I-94 card, front and back. If you travelled recently and a paper I-94 was not issued for you, you may print your I-94 record from the website www.cbp.gov/i94.
- Two passport-style photos. Lightly print your name, date of birth, and I-94 number on the back of each photo. Photographs must be taken no earlier than 30 days before submission of the OPT application. Photos must be 2x2 inches in size, with full frontal face position, identical, in color, with a plain white or off-white background; between 1 inch and 1 & 3/8 inches from the bottom of the chin to the top of the head. It should be taken in normal street attire, without a hat or headgear. Uniforms are not acceptable except religious attire that is worn daily. If you normally wear prescription glasses, they should be worn for the picture. Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons. In the latter case, a medical certificate may be required.



Optional Practical Training (OPT) Application Form

SECTION 1: To be completed by the student

Family/Last Name

Given/First Name

Student ID#

Email Address

Major #1

Major #2, if applicable

I am requesting a recommendation for:

Pre-Completion OPT:

_____ Part-time (no more than 20 hours/week)

_____ Full-time (more than 20 hours/week)

Post-Completion OPT (after completion of degree requirements; must be full-time)

I would like to work from (start date) _____ to (end date) _____.

This is the first time I have requested OPT at my degree level.

I have previously requested OPT at my degree level (attach a letter of explanation).

I certify that the information provided on this form is correct and complete. By signing below, I confirm my understanding that OPT must be related to my field of study and be commensurate with my degree level. I take personal responsibility to follow all OPT restrictions and regulations.

Student's Signature

Printed Name

Date

SECTION 2: To be completed by the department chair, academic advisor, or program coordinator

The above-named student is requesting a recommendation for employment authorization in his/her field of study. Please complete and sign below. If further information is necessary, please attach a separate letter.

The student is expected to complete his/her degree requirements by (mm/dd/yy) _____.

The student is in good academic standing and is making normal progress toward degree completion.

Name

Title

Department

Signature

Date

Office of International Admission