



Modified: May 9, 2017 4:01 PM

Optional Practical Training (OPT) Academic Advisor/Administrative Recommendation Form

STUDENT INFORMATION

Name: _____

Student ID Number: _____

Address: _____

Telephone: _____ Email: _____

Requested OPT Start Date: _____ Requested OPT End Date: _____

Do you have a zero balance?

- Yes
- No (if no, Business Office portion must be completed)

TO BE COMPLETED BY THE BUSINESS OFFICE:

Name: _____ Date: _____

Signature: _____

By signing this form, I verify that this student is allowed to apply for 12-month OPT with a balance.

The above mentioned student is interested in applying for Optional Practical Training (OPT) to the U.S. Citizenship and Immigration Services (USCIS) to obtain employment authorization to work in a field that is directly related to his/her field of study. In order for the IPO to recommend OPT, we need confirmation that the student is in good academic standing and will be graduating at the end of this semester.

TO BE COMPLETED BY ACADEMIC ADVISOR:

Student's Major: _____ Student's Current GPA: _____

Level of Education: Undergraduate Graduate

Please check the expected semester of degree completion and include the year:
 Fall semester Spring semester Summer semester of 20____.

Name of Academic Advisor: _____ Telephone: _____

Signature: _____ Date: _____

By signing this form, I verify that I have carefully evaluated the student's transcript to confirm the expected date of degree completion. I confirm the student's information above is accurate and understand the student may lose his/her OPT if the information I provided in this form is inaccurate.

Student Responsibilities during 12-Month OPT

Name: _____

Student ID Number: _____

Address: _____

Date of Birth: _____

I confirm that I am responsible for the USCIS application process for OPT. If I have any questions or concerns, I can email the IPO at IPO@goodwin.edu. I must comply with the following:

1. USCIS must receive my OPT application within 30 days after my OPT I-20 is issued
2. Check my name and OPT dates when I receive OPT receipt, approval notice and EAD card. If error occurs, take the appropriate steps to correct with USCIS and consult with IPO if necessary.
3. Email a scanned copy of the receipt notice, approval notice and EAD card to IPO@goodwin.edu once I receive them.
4. I have the ability to monitor my OPT application case status at: <https://egov.uscis.gov>
5. Within 10 days, notify IPO of the following changes:
 - Name
 - Telephone number
 - Residential and mailing addresses
6. **If my OPT is pending**, I will also contact USCIS for my name and OPT mailing address change by calling the number of National Customer Service as listed on my OPT receipt or by going to the USCIS website.
7. **I CANNOT** work until I receive the EAD card and the start date is current.
8. **I MUST** report my OPT employment, unemployment and any changes to my employment within 10 days from when it occurs to the IPO
 - Employer name
 - Employer address
 - Employment start and end date
 - How the employment is directly related to my major field of study (at least 2-3 sentences)
 - Report all employment if I have multiple employers
 - Unemployment and its start date
9. **ALL** my jobs must be DIRECTLY related to my major. I can work for multiple employers. Examples of work:
 - Work for hire
 - Self-employed business owner
 - Employment through an agency or consulting firm
 - Paid or unpaid employment
10. I must work a **minimum** of 20 hours per week
11. I understand my unemployment limit is 90 days during the 12-month post-completion OPT. I **CANNOT** be without work for more than 90 days. **My SEVIS record will be terminated by immigration if I exceed the unemployment limit. If I have a job, but do not report it to ISS within 10 days of starting employment, immigration will treat it as unemployment and my SEVIS record will be terminated once it reaches the unemployment limit.**



12. I understand that the following reasons could also lead to my OPT termination or cancellation:

- I did not complete degree requirements by my program end date due to poor academic performance
- I transfer to another school or begin study at another educational level
- I change my non-immigrant status to another category and the start date is in effect
- Traveling outside the U.S. for 5 months or more will lead to violation of my F-1 status and cancellation of my OPT.
- If my OPT has been approved and I depart before I get a job, my OPT ends and I cannot reenter the U.S.

13. If I travel outside the U.S. during my OPT period, I must provide a completed and signed OPT Travel Signature Request form to the IPO. I need the following to travel outside the U.S. during OPT period:

- An I-20 that reflects my OPT approved status with travel signature from an International Student Advisor within the last six months.
- Valid Employment Authorization Document (EAD card)
- Valid F-1 visa and passport
- Proof of employment (letter of permission for travel from employer with specific travel dates)
- If I choose to leave the U.S. permanently during my OPT period, I must let IPO know by emailing IPO@goodwin.edu.

Name: _____

Date: _____

Signature: _____

Please read this statement carefully before signing.

By signing this form, I verify that I have read and understand my responsibilities during my 12-month OPT.

OPT Application Checklist

REMINDER: The OPT application must be received by USCIS within 30 days of the date on which ISSS issues an OPT I-20. If filed with USCIS after 30 days of the OPT I-20 issuance date, your application will be denied.

PLEASE ASSEMBLE THE FOLLOWING DOCUMENTS TO PREPARE YOUR OPT APPLICATION:

- Government OPT filing fee (for the fee amount see, I-765 Application Fee)
 - Payable to the U.S. Department of Homeland Security
 - Must be drawn at a financial institution that is physically located in the U.S.
- Two US passport-style photos (taken recently)
 - Place in a clear ziploc bag or envelope
 - Photograph instructions: see Required Documentation on Page 7 of Form I-765
 - Lightly print your name on the back of each photo with a pencil
- Completed G-1145 (optional but recommended)
 - **To receive an e-Notification** when your Form I-765 has been accepted, complete Form G-1145 and attach it to the front of the application.
- Completed Form I-765
 - **Type or print legibly**, USCIS uses optical character recognition (OCR) technology
 - Be sure to check off the purpose of the form (i.e. "I am applying for:")
 - ITEM 10: The I-94 number is on the I-94 printout (if entered by air/sea) or on the paper I-94 card (if entered via land)
 - ITEM 16:
 - » For per-completion OPT (i.e. OPT dates before the I-20 end date), **enter "c 3 A"**
 - » For post-completion OPT (i.e. OPT after completing studies), **enter "c 3 B"**
 - **Sign in blue ink**
 - **Signature should be within the box**
- Photocopy of new OPT I-20 and all previous I-20s for current and all past F-1 programs.
 - Include copies of pages 1 and 3 for I-20s issued before 6/27/2015 or pages 1 and 2 for I-20s issued after 6/27/2015.
- Photocopy of current I-94 printout (if you have a paper I-94 card, include front & back)
 - Visit www.cbp.gov/i94 to retrieve the printout
- Photocopy of passport (photocopy of photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections etc.)
- Photocopy of the visa sticker used for last entry into the U.S. (except citizens of Canada & Bermuda)
- If applicable, photocopy of any previously issued employment authorization documents (e.g. EAD cards)

FINAL STEPS:

- Check all documents for completeness and accuracy.
- Be sure to sign Forms I-20 and I-765.
- Make a complete copy of your application for your records.
 - ISSS does not maintain copies of OPT applications.
 - All documents should be single-sided. Do not use staples.
- Mail completed application to the USCIS office that has jurisdiction over the address listed on your Form I-765 (see reverse):

USCIS MAILING ADDRESS AND INSTRUCTIONS:

The USCIS "Dallas Lockbox" filing location is applicable to the following states and territories:

Pennsylvania, New Jersey, Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Mexico, New York, North Carolina, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia.

US POSTAL SERVICE ADDRESS	EXPRESS MAIL & COURIER SERVICES
USCIS P.O. Box 660867 Dallas, TX 75266	USCIS ATTN: AOS 2501 S. State Highway 121 Business Suite 400 Lewisville, TX 75067

If the state you put on form I-765 in item 3 is not in this list, refer to the different mailing instructions for F-1 OPT applications in the I-765 Instructions.

Finally, we recommend that you mail your application by express mail such as Federal Express or UPS, or by Certified Mail, Return Receipt Requested, so you will have a record of its delivery.