

## How to Apply for OPT

Optional Practical Training (OPT) is available to students in F-1 status who are lawfully enrolled on a full-time basis and have been so for at least one full academic year. An eligible F-1 student may request OPT in order to be employed in a position which is directly related to the major area of study. A total of twelve (12) months of OPT is available for qualified students to use at each degree level as an F-1 student.

Please make an appointment with an International Student Advisor to review your application by calling 330-972-6349 or email [immigration@uakron.edu](mailto:immigration@uakron.edu). We have provided a checklist for all the items you need to submit for OPT. **Please bring these to your appointment.** Your OPT I-20 will be issued during your appointment.

## OPT APPLICATION CHECKLIST

*To be submitted to the International Center at UA:*

- University of Akron “Application for Optional Practical Training” (included in this packet)
- University of Akron “Academic Advisor Recommendation” (included in this packet)

*To be submitted to USCIS:*

- USCIS [Form I-765](https://www.uscis.gov/i-765), Application for Employment Authorization. It can either be completed electronically or printed, but must be in [black ink](#). Be sure to use the latest edition (edition date 5/31/18). If you had more than one SEVIS number while in the US, or if you were authorized for any CPT or OPT in the past, then you must complete page 7, **Part 6 Additional Information**. Indicate Page Number 3, Part Number 2, Item Number 27 when providing information in this section. <https://www.uscis.gov/i-765>
- Form I-765 Filing fee of \$410, check or money order made payable to the **U.S. Department of Homeland Security**. You now have the option to pay with a credit card. If you wish to pay by credit card, complete [Form G-1450](https://www.uscis.gov/g-1450), Authorization for Credit Card Transactions. <https://www.uscis.gov/g-1450>
- [Form G-1145](https://www.uscis.gov/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. <https://www.uscis.gov/g-1145>
- Copies of all I-20s you’ve received as a student (since your arrival to the US as an F-1 student)
- Copy of your passport picture page and passport expiration date. Your passport must be valid.
- Copy of your most recent F-1 visa
- Copy of Form I-94, front and back. If a paper I-94 was not issued for you, you may print your I-94 record from <https://i94.cbp.dhs.gov/i94>.
- Two passport-style photos. Lightly print your name and A-Number (if any) on the back of each photo. Photographs must be recent. Photos must be 2x2 inches in size, with full frontal face position, identical, in color, with a white or off-white background; between 1 inch and 1 & 3/8 inches from the bottom of the chin to the top of the hair. Head must be bare unless wearing headwear for religious purposes. Glasses are not acceptable unless you need them for medical reasons. In the latter case, a medical certificate may be required. *Follow the passport photo requirements on the U.S. Department of State website:* <https://travel.state.gov/content/travel/en/passports/requirements/photos.html>.

## When to Apply

Processing time for USCIS is approximately three months. You may file an OPT application no earlier than 90 days before your program completion date or within 60 days after your program completion date. You must also file your application within 30 days of issuance of your OPT I-20. Please plan accordingly.

## APPLICATION FOR OPTIONAL PRACTICAL TRAINING (OPT)

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

Your Student ID# \_\_\_\_\_ Date of Birth \_\_\_\_\_ E-mail Address \_\_\_\_\_ Phone# \_\_\_\_\_

Your Current Major \_\_\_\_\_ Level of Education (B.S., M.S., etc) \_\_\_\_\_

### Please list all previous Curricular/Optional Practical Training (if applicable):

CPT start/end dates \_\_\_\_\_ Major/Level of Education: \_\_\_\_\_

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OPT start/end dates \_\_\_\_\_ Major/ Level of Education \_\_\_\_\_

OPT start/end dates \_\_\_\_\_ Major/ Level of Education \_\_\_\_\_

### Will you be enrolled in your current program for one academic year or longer by the requested OPT start date?

- No.** If **No**, you are **not** eligible for OPT.  **Yes.** Please continue.

### Pre-Completion OPT Options:

- During Summer Vacation.  Part-time  Full-time

No registration for Summer is required. You may choose this option if your program will continue the following semester.

Starting date \_\_\_\_\_ Ending date \_\_\_\_\_

- During Fall/Spring semester. Part-time only.

Your coursework is not completed. You must be registered full-time unless you have a reduced course load approved by a DSO for your final semester.

Starting date \_\_\_\_\_ Ending date \_\_\_\_\_

### Post-Completion OPT:

- Full-time after completion of all degree requirements. The starting date should be within 60 days after your program is completed.

Starting date \_\_\_\_\_ Ending date \_\_\_\_\_

### OPT for Thesis/Dissertation Students when all coursework is completed:

- Pre-completion.  Part-time  Full-time Starting date \_\_\_\_\_ Ending date \_\_\_\_\_

- Post-completion. Must be full-time. Starting date \_\_\_\_\_ Ending date \_\_\_\_\_

**Student Certification:** *I understand that I must be enrolled in school until all program requirements are met. If for some reason I cannot complete the program by the I-20 expiration date, I will contact the International Student Advisor. I understand that my Practical Training must be directly related to my current program. I have received and read the GUIDE FOR POST-COMPLETION OPT. It is my responsibility to maintain my F-1 status while on OPT.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**OPTIONAL PRACTICAL TRAINING (OPT)**  
**ACADEMIC ADVISOR RECOMMENDATION**

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Student's Name: LAST, First

Student ID#

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Student's Program: Major

Level

Student's starting semester in this program: \_\_\_\_\_

Date of coursework completion: \_\_\_\_\_

Thesis/Dissertation defense date (if applicable): \_\_\_\_\_

Expected Date of Program Completion

(the last day of the final semester  
of enrollment, unless completed earlier)

\_\_\_\_\_

Date of Graduation/Degree Conferral: \_\_\_\_\_

**Note: The student must be enrolled until all program requirements have been met.**

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I verify that the above named student is in good academic standing. I recommend that the student be granted Optional Practical Training in the field indicated on this form and for the period requested by the student.*

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Academic Advisor's Name and Title

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Signature

Date

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Phone

E-mail

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Department

Zip Code + 4

**Where to Mail OPT Packet**

**OPT documents should be mailed to USCIS Phoenix or Dallas Lockbox facilities depending on the mailing address you indicated on the form I-765**

<b>If the mailing address on your form I-765 is in:</b>	<b>Mail your application to:</b>
<p>Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, <b>Ohio</b>, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Commonwealth of Northern Mariana Islands.</p>	<p><b><u>USCIS Phoenix Lockbox</u></b></p> <p>For U.S. Postal Service (USPS) deliveries (regular or certified mail):</p> <p>USCIS PO Box 21281 Phoenix, AZ 85036</p> <p>For Express Mail:</p> <p>USCIS Attn: NFB AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</p>
<p>Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia</p>	<p><b><u>USCIS Dallas Lockbox</u></b></p> <p>For U.S. Postal Service (USPS) deliveries (regular or certified mail):</p> <p>USCIS PO Box 660867 Dallas, TX 75266</p> <p>For Express Mail:</p> <p>USCIS Attn: NFB AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</p>