All Students MUST Either Attend an OPT Workshop or Complete the Online Training Module during the semester that they intend to apply for OPT.

**Required Documentation**

- Proof of having either attended a workshop or completed the online training module.
- Completed Request Form
- Completed G-1145; obtain the most current version from [www.uscis.gov](http://www.uscis.gov).
  
  **DO NOT ELECTRONICALLY FILE THE I-765**

- 2 passport-style photos. Visit ISS if you’re not sure where to have photos taken (Photo requirements are in table below).
- Filing fee of $410.00. Make check or money order payable to: Department of Homeland Security
- Photocopy 2 pages—page 1 and the page where travel signatures would appear—of all I-20s issued to you by CWRU and any other U.S. institution that you attended. All I-20s must be endorsed by their owner on page 1. Do not include copies of dependents’ I-20s.
- Photocopy of your Form I-94 downloaded from [https://i94.cbp.dhs.gov/I94/request.html](https://i94.cbp.dhs.gov/I94/request.html) or if you have the older paper version, photocopy both the front and the back of the card.
- Photocopy of current F-1 visa page
- Photocopy of the biographical page in your valid passport (and any renewal information if applicable).
- Bring your complete application to the Office of International Student Services for review by an advisor during walk-in hours. A new I-20 detailing the requested OPT will be created for you. When it’s ready (3-5 business days), you’ll be notified by email to pick it up in-person.

**ISS will only accept complete applications. All material listed above must be presented to ISS at the time of submission to be considered complete.**

### PASSPORT STYLE PHOTO SPECIFICATIONS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Passport-style color photo with white background</td>
<td>6) No larger than 2 X 2 inches, with face centered</td>
</tr>
<tr>
<td>2) Taken no earlier than 30 days before submission</td>
<td>7) Distance from top of head to chin: about 1¼ inches</td>
</tr>
<tr>
<td>3) Unmounted, on thin paper, glossy, unretouched</td>
<td>8) Eye height from bottom: 1 - 1½ inches</td>
</tr>
<tr>
<td>4) Full face from front, eyes open, natural expression</td>
<td>9) No shadows on face or background</td>
</tr>
<tr>
<td>5) Bare head (no hat, etc.) unless wearing a religiously-required headdress</td>
<td>10) The student should lightly print his/her name and A# (if known) on the back of each photo</td>
</tr>
</tbody>
</table>
# F-1 OPTIONAL PRACTICAL TRAINING REQUEST FORM

## Personal Information

**NAME:** __________________________________________  **EMAIL ADDRESS:** _____________________________

( *Family Name, First Name*)

**ACADEMIC DEPARTMENT:** ______________________  **DEGREE SOUGHT:** ___________________________

**GRADUATION DATE:** _________________  **OR**  **COMPLETION DATE:** _______________________

**Students should use the Completion Date if they are basing their application on a defense date, rather than an official January, May, or August graduation date, or are graduating earlier than the date shown on their I-20. An academic advisor’s signature is required.**

## Practical Training Information

**The earliest Requested Start Date is the day after your Graduation or Completion Date. The latest Requested Start Date is 60 days after your Graduation or Completion Date**

**REQUESTED START DATE:** _________________  **REQUESTED END DATE:** _________________

## Signatures and Dates

**STUDENT SIGNATURE (Required):** ____________________________________________________________

**DATE:** __________________________________________

**Only required if you’re basing your OPT Requested State Date on a date earlier than the current Program End Date listed on your I-20**

**ACADEMIC ADVISOR SIGNATURE:** __________________________________________________________

**DATE:** __________________________________________