F-1 OPTIONAL PRACTICAL TRAINING

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 I-765 and G-1145; obtain the most current versions from: www.uscis.gov. Click on Forms and then scroll down to the appropriate applications. Be sure to sign the forms using BLUE ink.

*** DO NOT ELECTRONICALLY FILE THE I-765 ***

☐ Filing fee of $410.00. Make check or money order (You cannot send cash by mail.) payable to: Department of Homeland Security

☐ Completed Request Form

☐ Photocopy of your Form I-94 downloaded from https://i94.cbp.dhs.gov/I94/request.html

☐ Photocopy of the F-1 visa page

☐ Photocopy of the biographical page in your valid passport (and any renewal information if applicable)

☐ 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.

☐ 2 passport-style photos. Visit ISS if you’re not sure where to have photos taken.

☐ 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, 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.**

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After mailing your OPT application to USCIS, use the website listed below to check on its progress:

https://egov.uscis.gov/cris/jsps/index.jsp

1) Passport-style color photo with white background

2) Taken no earlier than 30 days before submission

3) Unmounted, on thin paper, glossy, unretouched

4) Full face from front, eyes open, natural expression

5) Bare head (no hat, etc.) unless wearing a religiously-required headdress

6) No larger than 2 X 2 inches, with face centered

7) Distance from top of head to chin: about 1¼ inches

8) Eye height from bottom: 1½ - 1⅛ inches

9) No shadows on face or background

10) The student should lightly print his/her name and A# (if known) on the back of each photo

NOTE: You will need your Application Receipt Number, which appears on the receipt notice sent to you by U.S. Citizenship and Immigration Services (USCIS).
# F-1 OPTIONAL PRACTICAL TRAINING REQUEST FORM

## Personal Information

| NAME: ___________________________________ | EMAIL ADDRESS: ______________________ |
| ( Family Name,  First Name ) |
| 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: _____________________________________