

Pre-Completion Optional Practical Training (OPT)
Application Checklist

- | | |
|--|---|
| <input type="checkbox"/> Request Form completed | <input type="checkbox"/> I-765 Form completed |
| <input type="checkbox"/> OPT Delivery Form | <input type="checkbox"/> Check or Money Order for \$410 made out to “U.S. Citizenship & Immigration Services” |
| <input type="checkbox"/> Official Academic Transcript | <input type="checkbox"/> Copies of passport identification page(s) |
| <input type="checkbox"/> Two Passport Photos meeting USCIS specifications | <input type="checkbox"/> Copies of all previous I-20’s |
| <input type="checkbox"/> Copies of BOTH sides of I-94 or issued electronic copy printed from https://i94.cbp.dhs.gov/ | |
| <input type="checkbox"/> Copy of visa (if not Canadian student) | |

Immigration defines practical training as employment which is directly related to your degree, but which is not a part of your academic curriculum. Full time Pre-completion OPT may be taken during summer vacations or in the period between completing all coursework. Part-time Pre-completion OPT may be taken during the semester, but the authorization cannot not exceed 20 hours of work per week.

Students can also request Pre-completion OPT to be full-time during academic breaks if desired. A maximum of 12 months of OPT may be authorized per degree level (this includes: Pre and Post-completion OPT). For more information on Post-completion OPT please refer to the Post-completion OPT packet.

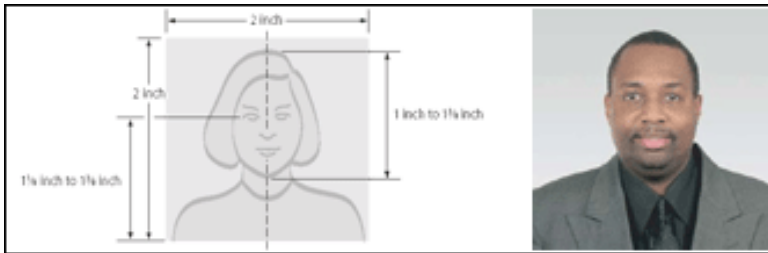
To qualify for any OPT authorization you must meet **ALL** of the following requirements. No exceptions can be made.

- You must have been enrolled full time in F-1 status for one academic year
- You must have maintained your immigration status
- You must have a passport valid for at least six months into the future

To receive approval for pre-completion OPT please present all of the following items to the International Student Advisor’s Office (ISA). Be sure not **TO LEAVE ANY BLANK SPACES ON YOUR PAPERWORK**. If something does not apply to you please write “N/A” (not-applicable)

- **Request for Practical Training Form**-This must be filled out and signed by you and your Academic Advisor.
- **I-20s**-Please bring copies of **ALL-I-20** forms issued to you by any and all institutions.

- **I-765 Form**-Please note that your work authorization card will be sent to the ISA and any other request for additional information from immigration.
- **Check/Money Order**-It should be made out to “U.S. Citizenship & Immigration Services” for \$410.00. If writing a personal check, applicant’s name must be embossed on the check. Starter checks are not accepted and will be returned.
- **Two Pictures**-On the back, write your name and SEVIS ID number. Immigration will reject any pictures that do not meet the following requirements:
 - Frontal picture with full head
 - Height of head should be 1- 1 3/8 inches
 - Eyes should be between 1 1/8- 1 3/8 inches
 - No shadows, marks, splotches or discolorations
 - White or off-white background (not gray)



Once you have submitted ALL of these items, your application will be processed by the ISA office, and if you meet all of the requirements, you will receive a new I-20 with the dates of requested authorization on the third page. You will need to sign the new I-20 with an OPT request so that the completed application can be sent to immigration. If immigration grants the training authorization, you will be sent an Employment Authorization Document (EAD), also known as a “OPT card,” which you must present to your employer to begin working.

The Office of International Education will contact you either by e-mail or by telephone when the card arrives. You should not leave the country while applying for OPT. Immigration may consider your leaving the country as evidence that you no longer wish to be considered for OPT.

Part-time OPT versus Full-time OPT: Part-time OPT is considered to be employment for 20 hours or less per week. Full-time OPT employment is above 20 hours. Students are only allowed 12 months of OPT. If you choose to request full-time OPT, the requested months will be deducted from your 12 months at the full rate. However, if you choose to request part-time OPT, the requested months will be deducted from your 12 months at half value. For example if you choose part time for 2 months, only 1 month will be deducted from 12, which will mean that you have 11 months of OPT left. If you have 2 months of full-time OPT, 2 months will be deducted from 12, which means that you will have 10 months left. Thus if you are only planning to work part time, then request part time and save the remaining OPT for later.

Beginning Work: You may not begin work until your EAD card arrives. This application and approval process can take up to 3-4 months. Thus it is important for you to plan ahead. You can apply for pre-completion OPT 120 days before your OPT requested start date.

Travel Signature: If you must leave the United States, your I-20 must have been signed within the last six months of the time of re-entry.

Maintain Contact with the International Center: It is important to constantly check e-mail regularly in case any changes in Immigration Regulations occur. This is generally how our office can contact you with updated information that could have a substantial impact on your immigration status.

Working Requirements: To maintain your immigration status during pre-completion OPT you must notify the International Student Advisor of your employer and the company's address. If there is a change in your situation and you are not working, then you must also notify the advisor of this also. If you are actively seeking employment, but unemployed then you must notify the International Student Advisor.

Internships, Clinical Rotations & Clerkships: Students who need to be enrolled in an internship, clinical rotation or clerkship on Curricular Practical Training should talk to the International Student Advisor before applying for Pre-Completion OPT. Generally students cannot participate in the internship, clinical rotation or clerkship while on Pre-Completion OPT.

Address and Employment Update Requirements: Immigration regulations require those on OPT to notify the International Center of any address changes within 10 days. You are also required to update the International Center regarding any changes in employment. This will be the official way to notify the government that you are employed. You can do this by corresponding to the International Student Advisor by e-mail, phone, mail, fax, etc.

School Transfer: Your OPT becomes invalid if you transfer to a school different than the one on your OPT I-20.

Degree Seeking Status: While on pre-completion OPT you are still considered a student. This means that you must continue with your program.

Post- OPT: Students interested in applying for OPT after completing their program will have to apply for a new authorization. More information about this can be found in the Post-Completion OPT packet found on the website or in the International Center.

Request for Pre-Completion Optional Practical Training

COMPLETED BY STUDENT

Name: _____ Ferris ID#: _____
 Address: _____
 E-Mail: _____ Phone: _____

	Dates of Authorization	Full or Part Time
Previous OPT Authorization		
Previous CPT Authorization		

Level of Study: Associates Bachelor's Master's Doctorate

Major: _____ 2nd Major: _____ Minor: _____

Request OPT start date: _____ Request OPT End Date: _____

Request for: Full time OPT (above 20 hours)
 Part time OPT (20 hours or under)

- If my OPT is approved, I understand that I am responsible for maintaining my F-1 status.
- I am not going to be enrolled for an internship, clerkship or clinical rotation while on Pre-completion OPT.
- I verify that I will notify the International Student Advisor (ISA) if my visa status changes or any other information needs to be updated.
- I understand that I cannot be enrolled in a clinical rotation, internship, practical experience, etc. while participating in Optional Practical Training.
- I authorize members of the International Center to open any correspondence from immigration regarding this application.
- I will also notify the ISA when I obtain employment and any changes in employer thereafter.

SIGNATURE _____ **DATE** _____

COMPLETED BY ACADEMIC ADVISOR

Has this student completed all of his/her coursework or with only Master's Project or dissertation remaining?
 Yes
 No, the student is expected to complete the program in Fall Spring Summer of 20____.

With my signature below, I confirm all information on this form and recommend that you authorize this student to participate in Optional Practical Training.

SIGNATURE _____ **DATE** _____
NAME & TITLE _____
PHONE: _____ **E-MAIL** _____

Please return this form to the Office of International Education, 1301 S. State, IRC 134, Big Rapids, Michigan, 49307
 Phone: 231-591-2838 Fax: 231-591-2423 Email: LisavonReichbauer@ferris.edu

OPT Delivery Form

PLEASE PRINT CLEARLY

Name: _____
Last name First name

FSU #: _____

CHECK ONE

- Hold my EAD card and notify me at the following phone number or e-mail

(Phone): _____ (Email): _____

- Mail the card to me at the following address:

Street Apartment

City State Zip Code

Effective date of the above address: ___/___/____.