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

1) Passport-style color photo with white background	6) No larger than 2 X 2 inches, with face centered
2) Taken no earlier than **30 days** before submission	7) Distance from top of head to chin: about 1¼ inches
3) Unmounted, on thin paper, glossy, unretouched	8) Eye height from bottom: 1⅜ - 1½ inches
4) Full face from front, eyes open, natural expression	9) No shadows on face or background
5) Bare head (no hat, etc.) unless wearing a religiously-required headdress	10) The student should lightly print his/her name and A# (if known) on the back of each photo

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

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: _____