



## 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 Request Form
- ☐ Completed G-1145. **Obtain the most current version from [www.uscis.gov](http://www.uscis.gov).**
- ☐ I-765 | Application for Employment Authorization. **Obtain the most current versions from: [www.uscis.gov](http://www.uscis.gov).** Be sure to sign the forms using **BLACK** ink.  
**\*\*\* 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).
- ☐ ISS Administrative Fee of **\$100. EFFECTIVE JANUARY 2, 2018.**
- ☐ 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> 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

1) Passport-style color photo with white background	6) No larger than 2 X 2 inches, with face centered
2) Taken no earlier than <b>30 days</b> 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

## F-1 OPTIONAL PRACTICAL TRAINING

### 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: \_\_\_\_\_