

## OPTIONAL PRACTICAL TRAINING

International students can choose to complete Optional Practical Training (OPT) either before or after their degree program is completed.

- F-1 students are eligible for a total of 12 months of OPT per degree program. (Includes both pre and post OPT)
- Pre-OPT is requested before the student completes the degree program and post-OPT is requested after the degree program has been completed.
- The proposed employment must be in the student's field of study and commensurate with the education level.
- Students are allowed 90 days of cumulative unemployment during post-OPT and will lose their employment eligibility if they go beyond that amount.
- Students can apply up to 90 days before they graduate and up to 60 days after they graduate. The packet must be received by USCIS before the end of the student's grace period.

### STEPS FOR THE STUDENT:

**Step 1:** Read the required OPT information on our website. Contact your academic advisor, department chair, or professor who may make a recommendation for the work. If the advisor agrees to recommend OPT, fill out sections 1, 2, and 3. Have your advisor fill out section 4 of this form.

**Step 2:** Make an appointment with the ISAP office and bring all of the required documents during your appointment. Documents are listed on the ISAP website: [westga.edu/isap/opt](http://westga.edu/isap/opt)

**Step 3:** After the ISAP office approves the OPT form and issues you a OPT I-20, then you can mail off your application to USCIS. **DO NOT BEGIN WORKING BEFORE YOU RECEIVE AN EAD CARD FROM USCIS.**

### SECTION 1: STUDENT INFORMATION

Applicant's Family Name (Last Name)			
Applicant's Given Name (First Name)			
Date of Birth		UWG Student ID	
Phone Number		SEVIS ID Number	
Email Address			
Current Visa Status	F-1 Student	J-1 Student	Other Visa Type: Specify _____

## SECTION 2: PROGRAM INFORMATION

Level of Study	Bachelors	Masters	PhD	Certificate
First Semester at UWG	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer YEAR: _____	Semester of Degree Completion		<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer YEAR: _____
Major				

## SECTION 3: OPTIONAL PRACTICAL TRAINING (OPT)

<i>I am requesting the following dates for OPT and understand that these dates cannot be changed once the OPT application has been submitted to USCIS.</i>			
Proposed OPT Start Date		Proposed OPT End Date	
Hours of Work during OPT	<input type="checkbox"/> Full Time (20+ hours) <input type="checkbox"/> Part Time (>20 hours)	Type of OPT	<input type="checkbox"/> Pre-Completion OPT <input type="checkbox"/> Post-Completion OPT
Please list any previously authorized dates of OPT			
Describe the type of Employment you will be seeking and how it relates to your major			

### Statement of Understanding

<p><b><i>I understand that I must report to the International Student Admissions &amp; Programs Office any change to my name or address, employer information, any interruption of OPT employment, or transfer intent within 10 days. I understand that accruing an aggregate of more than 90 days of unemployment during my post-completion OPT will result in a violation of the requirements for remaining in valid F-1 status. I UNDERSTAND THAT I MUST REPORT THE NAME OF MY EMPLOYER AND SEND A COPY OF MY EAD CARD TO ISAP within 10 days of my employment start date <b>Failure to report any changes to employment, address, name, etc. will result in immediate removal of OPT approval and the student will become out of status.</b></i></b></p>			
Student's Signature		Date	

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### Summary of the Regulation

- International students who are in the US in F-1 status can complete up to one year (12 months) of authorized work either during or after the completion of their degree program.
- Students must have completed one academic year at UWG (1 Fall & Spring Semester) to qualify for OPT. Most students will complete Post-OPT which is awarded by USCIS after they complete their degree requirements.
- Students on CPT for longer than 12 months forfeit their eligibility for Optional Practical Training (OPT).
- Student must submit a completed application to USCIS and receive an EAD card before they can begin working.

### STEPS FOR THE ADVISOR/DEAN:

**Step 1:** Meet with the student about their circumstances and make a decision on whether or not you feel the student's would benefit from work in the field of their major.

**Step 2:** If you feel work in the field is beneficial to the student, please complete the recommendation below. Student should submit the form to the ISAP office.

### SECTION 4: ADVISOR RECOMMENDATION

Degree Completion Date		<i>To the best of your knowledge, is the proposed employment related to the student's field of study and appropriate to the student's education level?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
The student's completion date represents:	<input type="checkbox"/> Graduation/Conferral of Degree Date <input type="checkbox"/> Completed Thesis/Dissertation <input type="checkbox"/> Other <i>(please explain)</i>		
Advisor's Signature			Date
Printed Name			
Title			
Email			Extension