



International Student Admissions & Programs
westga.edu/isap

OPT: Optional Practical Training Request

updated: 11.12.2019

Request Part I: To Be Completed by Student

Name: _____ SEVIS ID: _____

Non-UWG Email Address: _____

Expected UWG Graduation Date: (MM/DD/YYYY) _____ UWG ID: 917 _____

I request the following OPT dates and understand these dates cannot be changed once submitted to USCIS.

Requested OPT Start Month: _____ Day: _____ Year: _____

Date: OPT End: Month: _____ Day: _____ Year: _____

Please describe the nature of work you will be doing:

Please list any previously authorized dates of OPT: _____

Acknowledgment of "OPT – My Responsibilities"

• I have received a copy of the document titled, "OPT – My Responsibilities". I understand the information on that document and have had time to ask for clarification about it, if needed..

Student Signature: _____ Date: _____

Part II: Recommendation to be completed by the Student's Academic Advisor

Federal regulations for F1 international students requires application for "Optional Practical Training" to be approved in order for an F1 student to work off campus related to his / her field of study. The process requires recommendation by both the academic department and ISAP to submit the federal application.

Please complete Part II of this form and return the completed form to the student. Any questions can be directed to International Student Admissions & Program (ISAP) Thank you for your assistance.

Name of Academic Advisor: _____ Department: _____

Degree Level of Student: _____ Major / Field of Study: _____

When will this student complete his or her studies at UWG? (MM/DD/YYYY): _____

This date represents (Please
check one):

Graduation

Other (please explain):

To the best of your knowledge, is the proposed employment related to the student's field of study and appropriate to the student's educational level?

(Please select one):

[] YES [] NO

Academic Advisor Signature: _____

Date: _____ UWG Tel: _____ Extension: _____

Complete this form and return to:

University of West Georgia • International Student Admissions & Programs • Mandeville • Phone: 678-839-4780 • Fax: 678-839-5509