

Student Name: _____ (Last) _____ (First)
 Student ID #: _____ SEVIS ID #: N _____
 Birth Date: ____/____/____ Gender (select one): Male Female
Month Day Year
 Email: _____ Phone Number: _____
(Please put the email address you will continue to use after graduation)

OPTIONAL PRACTICAL TRAINING REQUEST FORM

STEP 1: Complete Section 1

SECTION 1:

I am completing a:

- Bachelor's degree
- Master's degree
-Are you currently in a doctoral program and changing plans to exit with a master's at the UW?
Please circle: YES NO
- Doctoral degree

I am requesting to begin Optional Practical Training (OPT):
(check one and enter the corresponding code in item 16 of the I-765 Form)

- after graduating (full-time OPT)
— Code (C)(3)(B)
- after completion of all coursework except graduate thesis or dissertation (full-time OPT)
— Code (C)(3)(B)
- during my vacation quarter (full-time OPT) \
— Code (C)(3)(A)
- while registered as a full-time student (part-time OPT)
— Code (C)(3)(A)

Enter the code in item 16 of the I-765 Form
16. Eligibility Category. Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.
 (c) (3) (B)

Previously authorized periods of full-time CPT or OPT (if applicable): _____

Requested OPT Start date: _____ End date: _____
(Please note: after OPT I-20 is issued, dates are difficult to change.)

STEP 2 — ADVISOR/DEPARTMENT SECTION

STEP 2: Submit this form to your **Academic Department Adviser** or **Graduate Program Coordinator** so they can complete Section 2.

SECTION 2:

Student's field of study: _____ Degree level: _____
 Student is expected to complete his/her educational objective _____ quarter, 20_____
 Advisor name: _____ Phone: _____
 Signature: _____ Date: _____

Step 2 is not completed by ISS!
 Take this to your department/academic advisor!

STEP 3: Submit your completed OPT application (except the check) to the ISS front desk.

Allow 7—10 business days for processing. You will receive an email from uwiss@uw.edu when your application packet is ready for pick up.

Student Agreement and Eligibility Questions

Instructions for Student — This section contains important information about OPT and some eligibility questions. Check next to each statement to indicate you understand the information, and agree to follow government requirements and deadlines.

Completion of Degree Requirements and Final Quarter of Enrollment

I understand my eligibility for OPT is based on the date I complete my degree's academic requirements and **not** the date I receive my diploma, apply for UW graduation, or participate in UW's commencement ceremony.

I understand my lawful F-1 status expires 60 days after the date I complete the academic requirements for my degree (even if I still have more time on your F-1 visa or I-20 document) and that I am legally required to leave the U.S. within that 60 day period unless I have filed a timely application for Optional Practical Training (OPT) with USCIS by its deadlines (or made other arrangements to lawfully remain in the U.S.)

Start Date of OPT

I understand that after I submit my OPT application to the U.S. government processing center, it is not possible to change my requested OPT start & end dates.

I understand I am filing a request for a specific start date for my block of OPT, and that start date will be printed on my EAD, but that my requested date is not guaranteed by the government. The first day of work permission printed on the EAD will be either my requested start date, or on a later start date selected by USCIS.

I understand my permission to begin OPT is not finalized until I receive my Employment Authorization Document (EAD) from the USCIS.

I understand that the last day my block of OPT can begin is 60 days after the end of the quarter when I complete my degree requirements. Therefore, if USCIS issues my EAD card later than this, the official start date on my EAD will be backdated to the 60th day. In this case, I will miss out on some approved work days while I wait for my card to be delivered.

Appropriate Activity and Required Reporting During OPT

I understand during OPT I may only do activities directly related to my major field of study

I understand during OPT I must regularly report to the U.S. government using the methods they specify. I will use the ISS website to stay aware of required information, reporting methods, and changes during my OPT. I understand that although ISS and the government may attempt to email me about reporting requirement deadlines and methods, those emails are a courtesy and do not relieve me personally of the responsibility to meet deadlines and report all required information.

OPT Application Timeline and Deadlines

I understand that I am also personally responsible to submit my complete and correct OPT application to the USCIS no later than 30 days after ISS issues me an I-20 recommending OPT, and that if my application does not arrive to USCIS by the deadline it will be denied and returned to me.

I understand that I am personally responsible to submit my complete and correct OPT application to the USCIS no later than 60 days after the date I complete the requirements for my degree, and that if my application does not arrive by that deadline I will not be approved for OPT. I understand that although I may meet this deadline, due to the government's processing timeline I may not receive my EAD card in time to work for a full 12 months.

Withdrawing or cancelling OPT

I understand that failing to complete all academic requirements for my degree by the end of finals in my final quarter of enrollment may affect my OPT eligibility and impact my F-1 status. I understand I must get advice from ISS if I am concerned about failing to complete my degree. I understand that before my OPT is approved, I can request to withdraw my application. I understand I must contact ISS to officially withdraw.

I understand that once authorization to engage in OPT is granted by USCIS, it may not be rescinded or cancelled. This means that after OPT is authorized by the USCIS, unexpected delays in completing degree requirements, inability to find an appropriate job, or loss of a job may result in loss of otherwise-eligible time to work. Once permission to work has been given, it is gone regardless of subsequent events/occurrences.

Early Loss of OPT

I understand that if I transfer my I-20 to a new school during my authorized period of OPT, my OPT authorization comes to an immediate end and any remaining unused OPT time is permanently lost.

I understand that government regulations state that during post-completion OPT, my F-1 status is dependent upon employment. If I accrue an aggregate of more than 90 days of unemployment, my I-20 and SEVIS may be automatically terminated by the U.S. government and I will be "out of status."

OPT Start Date

Reminder: Your OPT start date must be no later than 60 days after the last day of your final quarter of enrollment. Your OPT end date will be 12 months later, unless you make a special request for a shorter block of OPT time.

Choosing Your Best Start Date

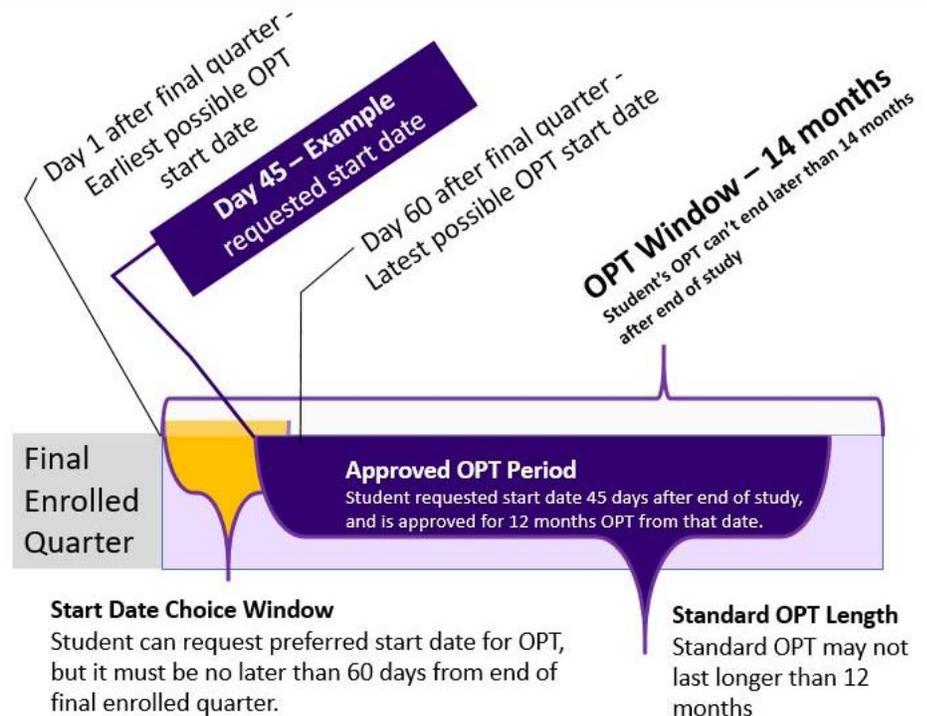
Balancing Possible Unemployment and Possible Wasted OPT Time

After both your OPT card is received, and your start date is reached, it is legal for you to start a job as soon as you receive an offer — BUT if you don't get an offer quickly, your OPT time is being wasted and the unemployed days count to a 90-day unemployment maximum (too much unemployment automatically ends OPT)

Gap in Earning Income

All on campus work and CPT must end on final day of final enrolled quarter, so students waiting for delivery of OPT card and/or start date being reached can't earn income.

Once your OPT card is received and the start date is reached, you can legally do OPT work to help cover expenses



I have reviewed the guidance regarding selecting a start date, and understand how my choice of start date impacts my ability to start employment and my ability to return to the USA after travel abroad.

Student signature: _____

Date: _____

Travel and OPT Start Date —

International travel plans can be a factor in choosing an OPT start date. Time outside the U.S. during OPT is unemployment unless it's a business trip or a vacation authorized by a student's employer. A student who wants to travel but expects to not have an OPT position right away may want to request a later OPT start date so their time abroad does not count as unemployment. Also, different documents must be presented at the border to re-enter the USA on OPT. If a student wants to travel but may not have the documents needed in time, the student can try and time their application mailing so that the government will still be processing the OPT application until after the student has completed their trip.

Documents Required for Re-Entry	Before Completing Program	After Completing Program and Before OPT Approved in USCIS System	After Completing Program and After OPT Approved in USCIS System
Valid Passport	✓	✓	✓
Valid F-1 Visa (Canadians exempt)	✓	✓	✓
I-20 + valid travel signature	✓	✓	✓
OPT receipt		Recommended	Recommended
Letter from Employer			✓
EAD card			✓