

Optional Practical Training Application



Name: _____
Family First

UWGB ID#: _____ Gender: Male or Female

E-mail: _____ Daytime Phone: _____

Visa Type: _____ (as indicated on current I-94 card) Passport Expiration Date*: _____

* If your passport is within 6 months of expiry, renew it as soon as possible.

Major(s): _____ Degree Level: _____

Program start date: _____ (Indicated in item #5 of your I-20)
MM/DD/YYYY

Expected completion date: _____ (Indicated in item #5 of your I-20)
MM/DD/YYYY

Requested employment start date: _____
MM/DD/YYYY

⊛ Must be within 60 days of Program Completion

Participation in and authorization of OPT can occur before or after degree completion.

You must meet with an OIE advisor at the time of application submission to be authorized for OPT.

Date reviewed with OIE advisor: _____ By: _____
Month/Day/Year

Attach the following documentation:

- ✓ Current I-20
- ✓ A Copy of Your I-94 (Both Sides: The I-94 is a small white card stapled in your passport)
- ✓ A Copy of Every Page of Your Passport
- ✓ A Completed I-765 (attached)
- ✓ Two Passport Style Photographs
- ✓ A Check or Money Order Made Payable to USCIS for \$175
- ✓ Verification That You Have Applied For Graduation
- ✓ A Copy of Your Previous EAD (if applicable)
- ✓ Signed Acknowledgement of Responsibilities Form

Signature: _____ Date: _____

Box to be completed by OIE Staff only.

OIE Staff Member confirm:
visa status
passport validity
F-1 eligibility (9 months)
OPT acknowledgement of responsibilities form

All attachments indicated are **present** and **complete**. _____
(initials/date)

If not, return to applicant for resubmission when complete.

OPT Acknowledgement of Responsibilities Form

Student Name: _____

By signing this form, I acknowledge that while I am engaged in OPT , I am responsible to report certain information to the Office of International Education as outlined in the information provided below within the time periods indicated. This includes:

- ✓ providing the Office of International Education with a current email address throughout the term of my OPT
- ✓ reporting changes to my name or address, which must be reported to the Office of International Education within 10 days of the change
- ✓ reporting termination of employment to the Office of International Education. This includes employment that ends due to EAD expiration, changing to another employment status such as H-1B, attending school on another I-20, or employment that ends for any other reason. This information should also be reported within 10 days of the change. You can report these changes to oie@uwgb.edu.

I acknowledge that it is my responsibility to report this information to the Office of International Education , and that the Office of International Education is not responsible for attempting to collect the information if I fail to provide it within the 10-day deadline.

I understand that my failure to provide the required information to the Office of International Education within the 10-day deadline could result in later problems between the USCIS and myself.

Student Signature: _____

Date: _____