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**Optional Practical Training (OPT) Application**

An international student who has maintained valid F-1 immigration status and is scheduled to complete all graduation requirements is eligible to apply for Optional Practical Training (OPT). OPT is temporary employment authorization for optional practical training directly related to the student’s major field of study. Students can apply to engage in “pre-completion OPT” during their undergraduate program or “post-completion OPT” during the year directly following graduation from DePauw. Upon being approved for OPT, the student receives an Employment Authorization Document (EAD card) from the US Citizenship and Immigration Service. Students cannot begin OPT employment until the date indicated on the EAD card.

Students must apply for OPT authorization to DePauw’s International Student Services office. Once the application for OPT is approved, ISS staff will provide students with a new I-20 Certificate of Eligibility immigration document with an endorsement for OPT on the second page. Working before or after the authorized OPT employment dates listed on the EAD card is a violation of F-1 student immigration status and can result in termination of OPT and departure from the United States.

**Eligibility**

In order to apply for post-completion OPT, a student must be in the final semester of the undergraduate program. F-1 students who have used more than 11 months of full-time pre-completion Curricular Practical Training (CPT) during their undergraduate degree program at DePauw are not be eligible for post-completion OPT.

**Immigration requirements during OPT**

The OPT period is an extension of the undergraduate academic program. In order to remain in the United States and continue working, students must continue to maintain valid F-1 student status throughout the OPT period. This entails engaging in a minimum of 20 hours per week of qualifying practical training activities, accepting compensation only for employment that is directly related to the major field of study, and reporting all changes of employment, residence and contact information to International Student Services (ISS) within 10 days. Students can engage in either paid or unpaid practical training. All OPT positions should be documented in an official letter from the employer or host organization.

**Required application documents**

1. G-1145 E-Notification of Application/Petition Acceptance form, found at <http://www.uscis.gov/g-1145>.
2. I-765 Application for Employment Authorization (signed & dated in blue ink), found at <http://www.uscis.gov/i-765>.
3. Personal check (preferable) or money order made out for required filing fee of $410. Check must be made out to *US Department of Homeland Security.*
4. Two identical 2”x2” passport photos (taken within 30 days and never used for any other purpose). Write your name, birthday, and I-94 number written on the back)
5. Letter from International Student Services verifying student’s eligibility for OPT (provided during final OPT appointment with ISS staff).
6. This OPT Application completed by the student and major advisor. If the students is a double major, the OPT application should also be signed by the faculty advisor for the second major field of study.
7. Full photocopy of each I-20 Certificate of Eligibility issued through the undergraduate program, beginning with the initial I-20 issued for the first year of study, I-20s issued for Curricular Practical Training (CPT), and all others.
8. Photocopy of employment offer letter and major advisor recommendation form from each internship for which CPT was issued during the undergraduate program.
9. Most recent I-94 Departure Record and travel history printed from the US Customs and Border Protection website: [CBP.gov/I94](https://i94.cbp.dhs.gov/I94/request.html;jsessionid=qlWYR39GJFpjZfZpQzr8B9nwhTrvX3FZ1XnvL29HPsJvl2HRNFwD%21-992220287). Any copies available of older I-94 cards issued for entry to the US in F-1 status prior to May 2013 should also be included.
10. Photocopy of current passport’s expiration/photo/signature page(s). The passport must be valid throughout the full OPT period.
11. Photocopy of all US visas issued for F-1 Student immigration status.
12. (If available) Front-and-back copy of Indiana driver’s license or state ID card.

**TO BE COMPLETED BY THE STUDENT:**

**Student Information**

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Given name(s) Middle (if any) Family name(s)*

DePauw Student ID Number: SEVIS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First day of F-1 student status in the US: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected graduation date: \_\_\_\_\_\_\_\_\_\_\_\_

Major #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major #1 Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

Major #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major #2 Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minor(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major you plan to use for OPT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does one or more of your majors qualify for the 24-month OPT S.T.E.M. extension?

Yes / No If yes, please list that major here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List all periods of employment previously authorized for CPT (if any):

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start date: \_\_\_\_\_\_\_\_ End date: \_\_\_\_\_\_\_\_ Part-time / Full-time

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start date: \_\_\_\_\_\_\_\_ End date: \_\_\_\_\_\_\_\_ Part-time / Full-time

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start date: \_\_\_\_\_\_\_\_ End date: \_\_\_\_\_\_\_\_ Part-time / Full-time

**Additional information about your request for Optional Practical Training:**

What kind of employment you are seeking for your OPT period?

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Please describe how this employment is directly related to your major field of study.

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Desired dates for Optional Practical Training (see ISS website for information about possible dates):

Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note: Students completing OPT are eligible to purchase international student health insurance through DePauw University’s group insurance policy. Deadlines to submit requests for insurance coverage. Contact ISS staff or visit our website to find out more information and the OPT Insurance Request Form. May graduates must submit requests for international student health insurance no later than June 1.**

**Student signature**

My signature indicates that the information I have provided is, to my knowledge, true and accurate; that I have maintained valid F-1 student immigration status in the United States; and that I agree to comply with the terms of Optional Practical Training (OPT) listed above.

Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Final Steps for Your OPT Application**

1. Check your application thoroughly before mailing to USCIS, referencing the US Citizenship & Immigration Service’s I-765 instructions, available at <http://www.uscis.gov/i-765>.
2. Make photocopy of your entire application for your records.
3. Mail your application via Priority or Express mail with delivery confirmation. Please see <http://www.uscis.gov/i-765-addresses> for the address you will need to mail you application.
4. Once your application is received, you should first get an email or text message confirming the receipt of your application, then receive an official Receipt Notice (I-797c form) by mail. Once you get your EAD card, please submit a copy of the card to the ISS office or email a copy to iss@depauw.edu.
5. Throughout the entire OPT period, students are required to report all changes of employment, residence and contact information to International Student Services (ISS) within 10 days.

**Faculty Recommendation for**

**Optional Practical Training (OPT) Application**

**FACULTY RECOMMENDATION-- MAJOR ADVISOR #1:**

My signature below indicates that I am this student’s major advisor and confirm that the student is currently completing the final semester of the undergraduate degree program and is on-track to graduate on \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_. My advisee has discussed her/his post-graduation plans with me, and I attest that the student has communicated plans to seek meaningful practical training in a professional setting that is directly related to the major field of study.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACADEMIC DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FACULTY RECOMMENDATION-- MAJOR ADVISOR #2:**

*Included to ensure that both academic advisors are consulted and aware of the applicant’s post-graduate plans.*

My signature below indicates that I am this student’s major advisor and confirm that the student is currently completing the final semester of the undergraduate degree program and is on-track to graduate on \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_.

My advisee has two majors and has discussed her/his post-graduation plans with me. I attest that my advisee has communicated plans to seek meaningful practical training that is directly related to Major #1, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, rather than in the major field of study in which I advise the student.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACADEMIC DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return completed forms to:**

The Justin and Darrianne Christian Center for Diversity and Inclusion

5 West Hanna Street

Greencastle, Indiana 46135

USA

765-658-4850

[iss@depauw.edu](mailto:iss@depauw.edu)

<http://www.depauw.edu/studentlife/diversity-on-campus/internationalstudents/>