

Optional Practical Training (OPT) Application with Instructions

Please **complete** this form online, **print it**, sign it at the end of the form and **submit** it at the UCIE office.

Eligibility: You are eligible **to apply for** Optional Practical Training employment authorization at the UCIE Office if you meet the following qualifications:

- 1) Have maintained lawful full-time student status throughout your studies at WSU
- 2) Have completed a minimum of two academic semesters of full-time study
- 3) You are seeking:
 - a. **One year practical training which will commence after all requirements for your degree program are fulfilled**
 - OR
 - b. **24-month extension of OPT (must have already received approval of 1st period of 12-month OPT)**
- 4) Have **applied for graduation** for the same academic semester which you are applying for OPT

Application Processing: EAD processing takes approximately 90 days, so you are encouraged to apply in a timely manner. You may apply for practical training up to 90 days in advance of graduation. The UCIE office must receive your application materials **NO LATER THAN 45 days** after program completion (and no later than 45 days prior to your current OPT end date for STEM applications). Once your OPT application has been adjudicated, you will receive an Employment Authorization Document (EAD). You may not begin employment until you receive your EAD card.

Checklist: Required FORMS & DOCUMENTS can be found at <https://www.wright.edu/international-education/international-students/forms>

- OPT application
- Department Certification form (if requesting 12-month OPT only)
- I-765 Application for Employment Authorization
- G-1145 e-Notification of Application Form
- Copy of all I-20s
- Copy of Passport and Visa
- Copy of I-94
- 2 Passport size photos
- \$410 Money Order or Cashier's Check made payable to: Department of Homeland Security
- Copy of EAD (if you have previously been on OPT)
- Copy of \$30 OPT Handling Fee payment receipt

If you are applying for the 24-month OPT STEM Extension, you must also supply the following documents:

- Copy of diploma and/or transcripts noting "Degree Conferred"
- Employer Verification Letter that is less than 30 days old
- I-983 Training Plan for STEM OPT Students

Photos: You must submit **TWO identical photos with full front view of your face** taken within the past **30** days. The photos must comply with the following specifications:

- **BACKGROUND:** Plain light (white or off-white)
- **PAPER:** **Thin, glossy paper and not retouched**
- **SIZE:** **2x2 inches**, with the distance from the top of the head to just below the chin between one inch and not more than 1-3/8”.

Instructions for Completing Form I-765

(https://www.uscis.gov/system/files_force/files/form/i-765instr.pdf?download=1)

- A. Your answer to **Eligibility Category** should be: (c) (3) (B) for Post-Completion OPT. For the 24-month OPT STEM Extension, your answer should be: (c)(3)(C)
- B. **The US Postal System will not “forward” DHS mail containing your EAD card.** Therefore, for U.S. Mailing Address, we require that you use the UCIE office address:

“Wright State University - UCIE | 3640 Col. Glenn Hwy. | SU E190 | Dayton | OH | 45435”

Our office will notify you by email when your EAD is received at the UCIE office.

Please visit the following site to view and print the forms I-765 www.uscis.gov/files/form/i-765.pdf

Special Notes

1. Prior to your application being mailed to the DHS, you will receive an email from the UCIE office requesting you to sign your new OPT Form I-20.
2. Students who have passports expiring within the next six months must first renew their passport prior to applying for OPT.
3. If your academic advisor certifies that you will complete your program of study earlier than the completion date of your I-20, please be advised that your completion date on the new OPT I-20 will be changed to reflect the new earlier date.
4. If this is an application for the 24-month extension, please review the instruction on the website: www.wright.edu/international-education/international-students/opt-information

PERSONAL INFORMATION

First Name: _____

Middle Name/Initial: _____

Last (Family) Name: _____

Date of Birth: (MM/DD/YYYY): _____

Wright State UID: _____

Level of Education: Bachelors Masters Doctorate

Planned Major of Study: _____

Date first granted F-1 status (This is the date when you first entered the USA on F-1 status or changed your VISA status to F-1): _____

Do you have an Ohio driver's license which will expire soon after your graduation?

Yes No

STUDENT CONTACT INFORMATION

Address: _____

City: _____

State: _____

Country: _____

Zip Code: _____

Home phone number: _____

Cellphone number: _____

WSU email address: _____

OPT DATES REQUESTED

Start date of OPT can be no more than 60 days after program completion. End date must be one year later or a shorter period of your choice.

Start Date (MM/DD/YYYY)

End Date (MM/DD/YYYY)

EMPLOYMENT HISTORY INFORMATION

Do you have previous Authorized CPT or “Co-op” experience? If yes, then please fill out the table below.

No

Yes. It is as indicated in the table below:

Previous Authorized CPT or “Co-op” Work Period		
Begin Date (MM / DD / YYYY)	End Date (MM / DD / YYYY)	Part time / Full Time

Do you have previous Authorized OPT experience? If yes, then please fill out the table below.

No

Yes. It is as indicated in the table below:

Previous Authorized OPT Work Period			
	Begin Date (MM / DD / YYYY)	End Date (MM / DD / YYYY)	Part time / Full Time
After associate degree (2 year program)			
After bachelor’s degree			
After graduate studies			
After Doctoral program			

STUDENT ACKNOWLEDGEMENT

By signing below I certify that:

- a) I have applied to graduate for the academic semester prior to my requested OPT. I will immediately supply UCIE with an updated Departmental Certification Form in the event that I find that I will be unable to meet graduation requirements on the date specified on the Departmental Certification Form I submit with this application. I understand that I may be in violation of my student visa status once this (expected graduation) date passes and I have not fulfilled my course/graduation requirements. Further, I acknowledge that my I-20 “completion date” may be shortened based on the information I supply with my OPT application.
- b) I understand that in order to be eligible for practical training I must apply no later than 30 days after completion of my degree requirements.
- c) I have read all instructions (above) and completed (and attached) all required forms for my practical training (PT) application and I further acknowledge that in order to maintain visa status while on OPT, I must immediately supply UCIE with a copy of the EAD card (Employment Authorization Document) I receive from the DHS, and I will inform UCIE of any change in employer address, employer name and my physical address within 10 days during the entire OPT period.
- d) If I wish to pursue further study after the OPT end date, I understand that in order to maintain legal visa status, I must obtain admission and a new I-20 no later than 60 days after the completion date on my EAD card.
- e) I am eligible for OPT employment authorization to the best of my knowledge, and I have carefully and truthfully responded to all relevant areas of the OPT application form.
- f) If I am eligible and I choose to apply for 24-month extension I will contact UCIE office with my 24-month OPT extension request a minimum of 2 months in advance of my current OPT period expiration.

Signature: _____

Date: _____