



## **OPTIONAL PRACTICAL TRAINING (OPT)**

### *Application Process*

In order to apply for authorization to engage in OPT, gather the following documents and then submit to the International Student Advisor located in the Student Life Office:

1. Complete the USCIS form I-765. The form can be found online at [www.uscis.gov](http://www.uscis.gov).
  - a. For Question 3, use the CIE address:
    - i. UIU-CIE PO Box 1857  
Fayette, IA 52142
  - b. Do not complete Question 27 or Question 28 until you meet with the International Student Advisor.
2. Completed "OPT Authorization Request Form" included in this packet.
3. Two (2) passport-sized pictures.
  - a. You can have these photos done in the Student Life office while you complete your appointment. Please write your name on the back of the pictures as well as your I-94 number. Photos must not be more than 30 days old.
4. Copy of I-94 print-out.
5. Copy of your passport page that shows your picture and personal information.
6. Copy of your visa.
7. Copy of the first and last pages of all of your I-20s.
8. Copy of any previous Employment Authorization Documents (EADs) issued to you.
9. Check or money order in the amount of USD\$410 and payable to "U.S. Department of Homeland Security".

The International Student Advisor will then contact you to schedule a brief appointment to finalize the paperwork, pick your shipping option, and make a payment for the shipping costs.

### **Important Notes:**

- Your receipt notice will come within 30 days of USCIS receiving your application. You can track the status of your application at [www.uscis.gov](http://www.uscis.gov) (with your receipt number).
- Approval/denial should come within 90 days of mailing your application packet.
- **DO NOT TRAVEL OUT OF THE COUNTRY** while your OPT application is pending.
- **YOU MAY NOT BEGIN WORKING UNTIL YOU RECEIVE YOUR EAD CARD!**

If you have any questions, please contact the Center for International Education at [international@uiu.edu](mailto:international@uiu.edu), or via phone, at (563) 425-5852.



## **OPTIONAL PRACTICAL TRAINING (OPT) AUTHORIZATION REQUEST FORM**

### **To Be Completed By the Student:**

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you already been offered a position and have you accepted that position?  YES  NO  
*If YES, bring a copy of your offer letter to the OPT appointment.*

Start Date of OPT: \_\_\_\_\_ (MM/DD/YYYY) End Date of OPT: \_\_\_\_\_ (MM/DD/YYYY)

Type of OPT Requested:  Pre-Completion OPT  Post-Completion OPT

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (MM/DD/YYYY)

### **To Be Completed By the Academic Advisor:**

Expected Date of Completion of All Degree Requirements: \_\_\_\_\_ (MM/DD/YYYY)

I, as the above named student's academic advisor, confirm that, barring unforeseen circumstances, the student will complete all degree requirements on the above noted date.

Academic Advisor Signature: \_\_\_\_\_

Academic Advisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **To Be Completed By the Registrar's Office:**

Expected Date of Completion of All Degree Requirements: \_\_\_\_\_ (MM/DD/YYYY)

I, as a representative of the Registrar's Office, confirm that, barring unforeseen circumstances, the student will complete all degree requirements on the above noted date.

Registrar's Office Representative Signature: \_\_\_\_\_

Registrar's Office Representative Name: \_\_\_\_\_ Date: \_\_\_\_\_

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### **FOR CIE OFFICE USE ONLY**

Received by: \_\_\_\_\_

Processed By: \_\_\_\_\_

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

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

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#### **Center for International Education**

605 Washington Street — PO Box 1857 — Fayette, IA 52142 (U.S.A.) — (+1) 563.425.5852 — [www.uiu.edu/international](http://www.uiu.edu/international)