



Optional Practical Training (OPT) 12-Month OPT Application Packet

This packet is for obtaining an initial 12-month period of OPT authorization.

If you wish to extend an existing OPT please see the Extension Packet at

<http://international.uiowa.edu/oiss/documents/Employment-OPT-Extension-Application>

Updated March 26, 2009

**Stay aware of the OPT rules and requirements while you are on OPT;
check this packet often for updates.**

In this packet you will find sections on the following:

- **What Do I Need to Know BEFORE I Apply for OPT?**
- **How do I apply for OPT?**
- **What Happens After I Mail My OPT Application?**
- **Travel and OPT**
- **Reporting Information to OISS While on OPT**
- **What Do I Need To Know Once I Receive My OPT Authorization Card?**
- **Unemployment and OPT**
- **Information for Students Planning to Apply for H-1B While on OPT**
- **Tax and Other Information for Employers of Students on F-1 or J-1 Visas**

What Do I Need to Know BEFORE I Apply for OPT?

What is Optional Practical Training?

OPT is a special employment authorization granted by the Department of Homeland Security. Most F-1 students use OPT to participate in employment related to their degree following graduation.

Who is eligible for OPT?

Students who are in F-1 status and have been enrolled full-time for at least one full academic year are eligible for Optional Practical Training:

1. After completion of a course of study
2. Before completion of studies if engaged in thesis or dissertation research
3. During the summer or over winter break or during the regular academic year (on a part-time basis, deducted from the 12-month maximum at a proportional rate) – However, please note, if this is your situation, you most likely qualify for Curricular Practical Training (CPT). Please consult the CPT packet on the OISS website at: <http://international.uiowa.edu/oiss/documents/Employment-CPT-Application.pdf>

When can I apply?

You may apply for OPT no sooner than 90 days before graduation/completion of your program, and as late as 60 days following graduation/program completion (Homeland Security must *receive* your OPT application before the 60 day period is over).

Having said this, OISS strongly discourages students from applying during the 60 day period after graduation/completion. It normally takes an average of 3 months for OPT to be approved, sometimes longer. Plan ahead.

➔ **Do not mail your application to USCIS more than 90 days** before graduation/program completion – they will reject your application and the fee will **not** be returned!

Do I need a job offer in order to apply?

No.

Can I go in person to a USCIS office to apply for OPT?

No. OPT applications must be submitted to the USCIS by mail, as the instructions in this packet indicate. (The OISS *recommends* OPT permission; the USCIS must *approve* it.)

Can I file the OPT application electronically?

No. While USCIS does permit some other types of applications to be done electronically, OPT applications should absolutely NOT be done this way. You must follow the application procedure outlined in this application packet.

Can I request less than 12 months of OPT?

No. Previously students might ask for 6 months of OPT for a Master's degree, and save the remaining 6 months if they knew they would pursue a second Master's degree (i.e. the same degree level). This is no longer possible; OPT applications will automatically be approved for 12 months (or will end 14 months from graduation, whichever comes first).

If I apply for OPT and then decide not to use it, can I get my OPT time back?

If the USCIS has not yet issued your EAD at the time you decide you do not want OPT, you may request to withdraw your application. This is not always successful, so please talk to an OISS advisor. If the EAD card

has been issued, it is not possible to cancel and the USCIS will consider you to have used up your OPT even if you really did not work. Hence decisions to cancel MUST be made early before the EAD has been issued.

What's the difference between OPT and Curricular Practical Training (CPT)? If I had CPT, can I still have OPT?

CPT permits employment *before completion of required semester hours only*. CPT requires the offer of a specific job. You are still eligible for OPT as long as you did not have *full-time CPT for a total of 12 months*.

Will I Still Be Covered by My SHIP or UIGradCare Insurance?

No. Although for immigration purposes you will continue to be in F-1 status while engaging in OPT, your status as an actual University of Iowa “student” will end with graduation. This means that your **University insurance (whether SHIP or UIGradCare) coverage will end with the last day of the month in which you graduate**. If you do not find a job immediately, or cannot be covered by your OPT employer’s insurance program right away, you are strongly advised to consider an alternate means of providing some degree of **medical coverage during the interim between the month of graduation and the start of coverage at your new OPT job**:

Check the UI Benefits website at <http://www.uiowa.edu/hr/benefits/FAQ/FAQ-COBRA.htm> for information on COBRA, a means of signing up to temporarily extend your UI insurance coverage; www.gradmed.com is another resource for obtaining short-term interim insurance coverage. Feel free to consult the University Benefits office at 335-2676 at any time to clarify when your UI coverage will end, how to extend your UI coverage, etc.

How do I apply for OPT?

Bring the following items to see an OISS advisor during walk-in hours – your new I-20 should then be ready on the next business day:

- the completed **Student Request for OPT** Application Form, enclosed with this packet
- the completed **I-765** form (link to form provided on I-765 Sample page)

Changing OPT starting and ending dates: When you meet with the OISS advisor, he/she will enter into SEVIS the OPT starting and ending dates you request. If you decide you wish to change the dates BEFORE you mail your application to USCIS, the OISS can help you do so. However, once you mail the application, the OISS cannot change the dates ourselves and instead must follow a lengthy procedure with the Nebraska Service Center, which could significantly delay your OPT authorization or even cause you to lose your OPT eligibility. So before you mail your application you should be very certain that you have the starting/ending dates you want.

Mailing Your Application to USCIS

Send the following documentation to USCIS to apply for OPT, arranged **IN THE ORDER** listed below:

- Application Fee** - The cost is **\$340**. Personal checks or money orders must be in the exact amount and payable to "**United States Department of Homeland Security.**" **Personal checks are preferable to money orders**, because they can more easily be traced in case of problems.
- Two identical "natural color" passport photos** – These are *U.S.-style* passport photos – that must have been taken within the last 30 days. Passport photos taken in your home country will probably not be acceptable. Lightly print your name and your SEVIS number on the back of each photograph with a pencil to prevent problems should your photographs become separated from your I-765 application. Please check a local telephone book (yellow pages) for local businesses which take passport photographs. The OISS does not encourage you to attempt to take these photos yourself. For more details on the photograph specifications, please go to:
http://www.travel.state.gov/passport/pptphotos/digital_photography.html
- Form **I-765** (*See sample I-765 with instructions*)
- Copy of new OPT I-20** that you will receive after the OPT application session with an OISS advisor
- Photocopies of all prior I-20's** – including the last page/page 3, particularly those containing prior CPT authorizations
- A copy of your MOST RECENT **Form I-94**, front and back (make sure the immigration stamp is visible on the copy)
- A copy of BOTH your **passport photo/information page showing the passport expiration date AND your most recent U.S. visa**
- A copy of your **previous EAD card, if you have ever had one before**

WHERE TO MAIL:	
The OISS strongly recommends that you make a photocopy of your entire application and that you send it by " certified mail, return receipt. " This will provide you with evidence that your application is received by USCIS.	<i>U.S. Department of Homeland Security United States Citizenship and Immigration Services Nebraska Service Center P.O. Box 87765 Lincoln, NE 68501-7765</i>

- ✓ **Do not mail your application to USCIS more than 90 days before graduation/program completion. They will automatically reject it and will not refund the application fee.**
- ✓ **USCIS must receive your OPT application within 30 days of the date the new OPT I-20 is made.**
- ✓ **If you change your mind and do not mail your OPT application, you must notify OISS, or your SEVIS record will terminate.**

What Happens After I Mail My OPT Application?

Processing Information:

About 3-4 weeks after you mail your application, you should get a special receipt letter from the USCIS called a *Notice of Action*. This letter will actually be mailed to OISS, and we will email you to notify you when it arrives. Remember to keep this letter, since it will contain a special number beginning with the letters "LIN..." that refers to your specific application. If you do not receive the Notice of Action after 5 weeks, please notify the OISS.

The Notice of Action also has a phone number that you can call to **check on the status of your application**. This number is generally busy during the day, so you may have more success getting through late at night. You now also have the option of checking online at <https://egov.uscis.gov/cris/jsps/index.jsp>. To do so you must have the LIN number from your Notice of Action.

Decision on Your Application:

The average processing time for OPT is currently 3 months; it could happen faster or could take longer in individual cases, so apply well in advance. If your application is approved, your Employment Authorization Document (EAD) card will be mailed to the OISS and we will notify you by email that it has arrived. In the very unlikely event that your application cannot be granted, you will receive an explanation for the denial. Likewise, if USCIS wants you to send additional or supporting documentation before they will proceed with your application, they will send a letter to OISS and we will notify you by email.

Travel and OPT

If I apply for OPT can I leave the U.S.?

In order to re-enter the U.S. after you have applied for OPT, you must have your I-20 signed by an OISS advisor within the last six months, a valid F-1 visa, a valid passport and your EAD card. As of January 2005, Immigration and Customs Enforcement has also indicated the following:

- If your OPT is approved and **you are employed or have been offered employment**, you should be able to re-enter the U.S. with the documents mentioned above, PLUS a letter from your employer confirming that you are or will be employed there under Optional Practical Training.
- If your OPT application is still **pending** when you wish to re-enter the U.S., you will be allowed to re-enter to look for employment (in case your OPT is approved while you are outside the U.S., OISS strongly recommends that ON THE DAY YOU ARE TO LEAVE THE U.S. you go to the website <https://egov.uscis.gov/cris/jsps/index.jsp> where you can enter the LIN number from your Notice of Action and print a statement showing the OPT application is still pending as of that date, and have this with you when you come through the Port of Entry).
- If your OPT application has been **approved** and you leave the U.S. before finding a job (as evidenced by a job offer letter, which you should be prepared to show the officer at the Port of Entry), your OPT will be considered canceled and you may NOT be allowed to re-enter the U.S.

Is OPT a different visa?

No. A person with OPT authorization is still in F-1 status, holding an EAD for OPT. You still need an OISS advisor signature on your I-20 if you want to re-enter the United States during your time on OPT. The OISS advisor signature should be no more than six months old at the time you re-enter. For more information about travel, including visa applications, while on OPT see <http://international.uiowa.edu/oiss/documents/Travel-Information-Packet.pdf>

Reporting Information to OISS While on OPT

While on OPT you are still legally required to report certain information to OISS. Changes to any of the following must be reported **within 10 days** of the event. To report, use our online form at <http://international.uiowa.edu/oiss/students/current/employment/OPT-reporting.asp>

- Changes in name or residential/ mailing address
- Report your employer name, address, starting/ending dates, and supervisor's email within 10 days of any changes or new employment
- Report changes to another immigration status
- If you will leave your OPT employment before your OPT end date
- Notify OISS if your email address changes

What Do I Need To Know Once I Receive My OPT Authorization Card (the EAD Card)?

When can I start to work under OPT?

You may only begin employment when you have received the EAD (Employment Authorization Document) card *and* the beginning date of employment authorization (shown on the EAD) has arrived.

Does OPT employment need to be full time?

No, but you should be working at least 20 hours/week. You may also work for more than one employer while on OPT.

What kind of work can I do while on OPT?

You may work anywhere in the United States, but the key criteria is the work must be related to the degree you just obtained and for which the OPT is being authorized. OPT employment cannot be done based on prior degrees earned in the U.S. or abroad; the employment must relate to your current degree program. For example, students in the Master's of Public Health program often may have earned a medical degree in their home countries before coming to the U.S. However, because the OPT is based on the current MPH degree program, such students are unable to take any employment, such as medical residencies, that are not directly related to the MPH degree. Another example would be graduate students who pursue two programs jointly, or at the same time; if a student graduates from one program before graduating from the second, the OPT can be granted **ONLY** for the most recent program; since the student already graduated from the first program, they no longer qualify for OPT based on that earlier program. A student who wishes to use OPT for both programs needs to finish the two programs at the same time.

Must OPT employment be in only paid positions?

Please see the section on "What about volunteering and self-employment?" later in this packet.

Must I keep information about my employment?

Homeland Security recommends you keep records of all OPT employment.

- If you are in a regular, paid position your employer should keep regular HR/payroll records that demonstrate your work.
- Those in the Arts fields should keep records of each gig performed, art sold, etc. and the duration of all employment
- If you do contract work, keep records of the duration of contract periods and the name/address of the contracting company.
- If you will be a self-employed business owner, you must be working full-time, and obtain any applicable business licenses.

- If employed through an agency, you must keep documentation to show that you worked at least 20 hours/week through the agency.
- If you are volunteering or on an unpaid internship, have your employer document that you are “working” at least 20 hours/week and that the work was related to your degree area. See the previous section about unpaid positions.

In order to prove that the work/internship/volunteer activity is related to your area of study, also keep documentation for each job/gig about the position held, the duration of the position or dates worked, job title, supervisor name/contact information, and a description of the work. Often offer letters contain descriptions of the job duties, so keep these. If it is not clear from the job description that the work is related to your degree, you are advised to obtain a letter from your employer that briefly describes how your degree is related to the work you perform.

Keeping documentation is also a good idea because OISS has learned that in H-1B applications, anyone on OPT is being asked for the specific starting and ending dates of their employment.

Can I extend my OPT right now to get an additional 17 months?

No. Only certain students are eligible to extend OPT, and this should be done 3 months before the initial period of OPT will end. To determine whether or not you might later be eligible for an extension, see the OPT Extension packet on the OISS website at <http://international.uiowa.edu/oiss/documents/Employment-OPT-Extension-Application>

Can I take classes if I have OPT?

Perhaps. If you have graduated and have OPT, regulations allow you to take classes informally, as long as you maintain your OPT employment. However, if you begin a new course of study (i.e. a new degree program), this will automatically cancel your OPT authorization. Also, the OISS does not recommend taking a class that may *later* be used to satisfy new degree program requirements.

Can I change employers if I am authorized for the 12-month OPT?

Yes. As long as the employment is related to your field of study, you can work for any employer or even multiple employers at once.

How long can I stay in the United States after my OPT expires?

Sixty days, unless you have obtained a new I-20 to enter a new degree program, applied to extend your OPT, or applied to change to another immigration status.

Can I return to school after completing OPT?

Yes. You need to obtain an I-20 for the next program of studies, and complete the USCIS procedure for moving to a "new level of studies" (if you resume studies at the UI) or the procedure for school transfer (if you go to a different school). Please note that if you transfer to a new school you are only allowed to remain in the U.S. for up to 5 months between the time your OPT ends and the new program of studies is to begin; if the time period is greater than 5 months, you will be required to leave the U.S. and can only re-enter within 30 days of the start of your new program of study.

If I have OPT for a year and return to school for another degree, can I have another year of OPT?

You will be eligible for another year of OPT if your new degree will be at a HIGHER level of study. For instance, if you obtained a Master's degree, did 12 months of OPT, then enter a PhD program, you will be eligible for another 12 months of OPT following the PhD program.

Unemployment and OPT – New Rules!

What If I Cannot Find a Job?

As of April 2008 this will be a problem. Under new OPT rules, students on OPT cannot accrue more than 90 cumulative days of unemployment during the 12-month period of OPT. If you accumulate 90 days of unemployment, your legal F-1 status ends immediately as of the 91st day. Before the 91st day, you will need to make arrangements to leave the U.S., start a new degree program, or change to a different status. If you are still in the U.S. after 90 days of unemployment, you have no legal status.

I will have a gap of one week between one OPT job ending and the next starting. Will that count as unemployment?

If you have a break between OPT jobs of 10 days or less, it will NOT count as unemployment. Any breaks greater than 10 days will count.

Do they count business days or calendar days?

Calendar. In other words, Saturdays and Sundays count when you are unemployed, not just Monday-Friday.

What if I am out of the U.S.? Does this count as unemployment?

If your time away is authorized by your employer, such as on vacation/sick leave or traveling on company business, it is still counted as being employed.

What about volunteering or self-employment?

Yes, volunteering or self-employment do count as “employed” if you meet certain criteria. The following guidelines must be met:

- While the OPT regulations state that volunteer work or unpaid internships can count as “employment,” most of these situations are not going to qualify. You need to be careful that the volunteer position is “truly” volunteer; in other words, people are never paid for doing that work. Examples would be a social work major volunteering on a crisis hotline, or a computer science major volunteering to set up a website for a nonprofit food bank, or an accounting major who volunteers during tax season – i.e. if anyone else did the same work, they would not be paid. You cannot “volunteer” in a position that would normally be paid, such as “volunteering” to work in a lab because they don’t have funds to pay you. Doing so would violate both immigration and labor laws. It is the same issue with “unpaid internships.” Very few true internships exist outside of the student context, i.e. after graduation (journalism might be an example where newspapers or magazines often have formal internships for non-students). OISS recommends you ensure the position is a true internship and keep documentation to prove it. For example, can you document the history of the internship, that it has been advertised as such, that it has existed for a certain period of time, and what the application process is? Or is it being created just to help an F-1 on OPT avoid accruing days of unemployment? Finally, such work must meet all other OPT criteria, i.e. must be related to your area of study, at least 20 hours/week, and can be started only after OPT has been approved. Please note the OISS will not make a determination about whether a volunteer position or an unpaid internship “qualifies” as employment for OPT. Based on our description, as well as the handout at <http://international.uiowa.edu/oiss/documents/Volunteer-Activities.pdf>, this is a determination you and your employer will have to make.
- Self-Employment –
 - See the prior section on “Must I document my employment?” This will indicate what kinds of documents you should keep regarding your self-employment if you work on a contractual basis, have started a business, are in the Arts areas, or work through an agency.

Information for Students Planning to Apply for H-1B While on OPT

What if I have applied for an H-1B on April 1 but my OPT will end before October 1?

Duration of status and work authorization may be extended for a student on OPT who meets the following criteria:

- your employer filed your H-1B application on April 1 requesting an employment start date of October 1 of the same year
- your employer requests a “change of status” to H-1B and **NOT** “consular processing”
- you have otherwise followed the F-1 regulations

For more specific details, and information on how to request the Cap Gap extension, see:

<http://international.uiowa.edu/oiss/documents/H1B-Cap-Gap-Extension.pdf>

The ability to remain in the U.S. and continue working with the same employer does not apply to students with H-1B petitions to work in higher education or nonprofits, as they are not currently restricted by an H-1B “cap” nor are they limited in when they must apply for the H-1B. They also have the option of applying for expedited H-1B processing.

Tax and Other Information for Employers of Students on F-1 or J-1 Visas

Employers may legally hire students in F-1 or J-1 visa status for academically-related employment when they receive either Curricular Practical Training (CPT), Optional Practical Training (OPT), or Academic Training (AT).

TYPES OF EMPLOYMENT AUTHORIZATION

CPT	In most cases, international students in F-1 status pursuing degrees at The UI are eligible for internships or other types of work experience in their fields of study. This permission is granted by the OISS and submitted to SEVIS, the immigration service’s informational database.
OPT	Following graduation or completion of coursework, most students in F-1 status are eligible to accept up to 12 months of employment for “optional practical training” experience. This authorization is granted by U.S. Citizenship & Immigration Services. OPT is an extension of F-1 status that allows for a period of work.
AT	J-1 students are eligible for academic training, either during the course of study or directly after graduation. The authorization is granted by the OISS and submitted to SEVIS.

VERIFYING EMPLOYMENT ELIGIBILITY

Employers must ensure that all students have the proper work authorization.

CPT	A SEVIS I-20 issued by The UI with the employment authorization (employer name, address, dates of validity) listed on Page 3.
OPT	An Employment Authorization Document issued by U.S. CIS, also known as I-688B. Note the expiration date of employment listed on the small, laminated card. In a few circumstances some may be eligible for a 17-month extension.

AT	A SEVIS Form DS-2019 authorized for Academic Training and an accompanying letter, signed by Responsible Officer of the J Exchange Visitor Program at The UI.
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TAXES

Students who have been in the U.S. less than 5 years (and are therefore nonresidents for tax purposes) and who are on practical training off-campus are not subject to any FICA (social security) and Medicare withholdings. The mechanism for the exemptions are found under Internal Revenue Code 3121 (b)(19) and is available to persons in F-1, J-1, M-1 and Q immigration status. It is a blanket exemption with the only qualification being that the person be a nonresident for tax purposes and that the work is authorized (CPT, OPT, AT). IRS Publication 519 is a good resource.

Though F-1 and J-1 students working off campus are exempt from FICA, they are subject to the higher federal (and state) withholding for nonresident aliens.

Since it is cumbersome to request a refund of taxes withheld in error, OISS would like to ask employers to make a determination of the student's tax status prior to withholding. In most cases, the student will be a nonresident alien and therefore not subject to the taxes mentioned above.

COMPLETING THE I-9

The employer should mark in Section 1 that he/she is "an alien authorized to work until" (date of expiration of work authorization). The admissions number is the 11 digit number given on both his/her I-20 or DS-2019 and the I-94 entry document.

For student on Optional Practical Training, the employer can use the I-688B to complete List A on the I-9. The document title is "Employment Authorization Document", issuing authority is CIS, document number and expiration can both be found on the front of the card.

For further information, see the U.S. Department of Justice Handbook for Employers, Publication M-274 available at <http://www.uscis.gov/files/nativedocuments/m-274.pdf>.

STUDENT RESPONSIBILITIES

It is the responsibility of the student to insure that the job he/she takes on practical training is related to the degree he/she is seeking or has completed at The UI. The student is also responsible for maintaining contact with The UI, as the institution is still responsible for the student's legal status in the U.S. Under federal immigration law, student's have 10 days to report a change of name or address to the UI.

***We welcome questions about the employment of University of Iowa students.
Please do not hesitate to contact us if we can be of any assistance to you.***

Do not write in this block.

**SAMPLE I-765 Form to Apply for 12-Month Initial OPT –
Follow these instructions carefully:**

1. Go to <http://www.uscis.gov/files/form/I-765.pdf>
2. Type information on the form using OISS instructions below, not the instructions found on the website. Type and print; **do not use handwriting.**
3. Bring this form to the meeting with an OISS adviser to request a new I-20.

- I failed to establish eligibility under 8 CFR 274a.12 (a) or (c).
 Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)

I am applying for: Permission to accept employment.
 Replacement (of lost employment authorization document)
 Renewal of my permission to accept employment (attach previous employment authorization document).

1. Name (Family Name in CAPS) (First) LAST NAME,	(Middle) First Name Middle	Which USCIS Office? _____	Date(s) _____
2. Other Names Used (Include Maiden Name) _____		Results (Granted _____	Fill in this section only if you answered "yes" for question 11.
3. Address (Number and Street) c/o OISS Adviser, Univ. of Iowa	(Apt. Number) 1111 UCC	12. Date of Last Entry into the U.S. (mm/dd/yyyy) _____	Enter the information found on I-94 card.
(Town or City) Iowa City,	(State/Country) IA	(ZIP Code) 52242	13. Place of Last Entry into the U.S. _____
4. Country of Citizenship/Nationality _____		14. Manner of Last Entry (Visitor, Student, etc.) F-1 Student	(if not F-1, please consult OISS adviser)
5. Place of Birth (Town or City) (State/Province) (Country) _____		15. Current Immigration Status (Visitor, Student, etc.) F-1 Student	
6. Date of Birth (mm/dd/yyyy) _____	7. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	16. Go to Part 2 of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(iii), etc.). Eligibility under 8 CFR 274a.12 (C) (3) (B)	
8. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced		17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number. Degree: _____ Employer's Name _____ Employer's E-Verify Company Identification Number _____	Do not fill in section 17, it is not necessary for this application.
9. Social Security Number (Include all numbers you have ever used) (if any) 123-45-6789			
10. Alien Registration Number (A-Number) or I-94 Number (if any) This is the number from your I-94 card.			
11. Have you ever before applied for employment authorization from USCIS? <input type="checkbox"/> Yes (If yes, complete below) <input type="checkbox"/> No			

Use the OISS address as shown here.

Certification

Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in Part 2 and have identified the appropriate eligibility category in Block 16. **Remember to sign your form.** **You may use your own telephone number here.**

Signature _____

Telephone Number _____

Date _____



Office of International Students & Scholars

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The University of Iowa
Iowa City, IA 52242-5500

Phone: 319-335-0335
Fax: 319-335-2021
Email: oiiss@uiowa.edu

Student Request for 12-Month OPT

Family Name: _____ First Name: _____

Email: _____ Student ID #: _____

Permanent non-UI email you will still use 4 months from now: _____

Cell phone number you will still use 4 months from now: _____

Do you have family members currently in F-2 status? Yes No

Do you plan to travel outside the U.S.? Yes No

Have you previously been authorized for Curricular Practical Training (CPT)? Yes No

Have you previously been authorized for Optional Practical Training (OPT)? Yes No

Major Area of Study: _____ Degree Being Sought (BA, MA, PhD, etc.): _____

Expected Date of Graduation: _____

Will you have completed all required coursework by the time your OPT will begin? Yes No

If you have already been offered employment, provide employer name and full address:

OPT start date you are requesting: _____ **OPT end date:** _____

Reporting Information to OISS

While on OPT you are still legally required to report certain information to OISS. Changes to any of the following must be reported **within 10 days** of the event. To report, use our online form at

<http://international.uiowa.edu/oiiss/students/current/employment/OPT-reporting.asp>

- Changes in name or residential/ mailing address
- Report your employer name, address, and supervisor's email within 10 days of any changes or new employment
- Report changes to another immigration status
- If you will leave your OPT employment before your OPT end date
- Notify OISS if your email address changes

I acknowledge that it is my responsibility to report this information to the OISS and/or USCIS, and that the OISS 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 OISS within the 10-day deadline could result in later problems between myself and the USCIS.

By signing I verify that the information provided on this form is complete and accurate to the best of my knowledge.

Student Signature: _____ **Date:** _____