



# KNOX COLLEGE

## OFFICE OF INTERNATIONAL STUDENT SERVICES

### Optional Practical Training (OPT) Request Form

**Important Information:** Optional Practical Training (OPT) is authorization for F-1 international students to work off-campus in a job related to their major(s). Students must complete at least one full academic year before becoming eligible for OPT, and may apply for pre-completion or post-completion OPT, for up to 12 months in total. Applications for OPT must be adjudicated by U.S. Citizenship & Immigration Services (USCIS) and require a filing fee. Students must work full-time (21+ hours/week) in post-completion OPT, and may work full- or part-time (20 or fewer hours/week) in pre-completion OPT during vacation periods. Pre-completion OPT during academic terms is limited to part-time. *Source: [8 CFR § 214.2(f)(10)(ii)]*

**Directions:** To apply for OPT, please complete this form and schedule a meeting with a Knox College Designated School Official (DSO). Bring the following to your meeting: this form, Form I-765, Form G-1145, passport, all previously issued I-20s, I-94, Social Security card, two recent passport photos, and a check or money order made out to the U.S. Department of Homeland Security (see OPT application instructions on the Knox website for more information). After reviewing your application, the DSO will recommend you for OPT in SEVIS and issue you a new I-20 with this recommendation notated. Please reference information from the DSO regarding how to file your application and how to maintain F-1 status while engaged in OPT.

**To be completed by student:**

<b>Name</b>	<b>SEVIS Number (found on your I-20)</b>
<b>Date you began study with this SEVIS Number</b>	<b>Graduation Date</b>
<b>Major(s)</b>	<b>Seeking full or part-time employment (check):</b> <input type="checkbox"/> Full-time employment (21+ hours/week) <input type="checkbox"/> Part-time employment (20 or fewer hours/week)
<b>Email Address</b>	<b>Phone number</b>

**Please list any previous CPT/OPT you have had.** Leave blank if you have not previously been authorized for CPT or OPT.

Employer name:  
Please check:  CPT or  OPT  
Please check:  Full (21+ hours/week) or  part-time (20 or fewer hours/week)  
Dates of authorization:

Employer name:  
Please check:  CPT or  OPT  
Please check:  Full (21+ hours/week) or  part-time (20 or fewer hours/week)  
Dates of authorization:

**Please list the dates you would like to request for OPT authorization.** For post-completion OPT, you may request to begin your work at any time during the 60 days following your program end date, and are eligible for 12 months of OPT, to be completed within 14 months of your program end date.

**Requested OPT start date:** \_\_\_\_\_ **Requested OPT end date:** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Optional Practical Training (OPT) Application Checklist

**Bring the following documents with you to your OPT application meeting:**

### Original Documents

- [Form I-765](#), Application for Employment Authorization
  - ❖ *Note: See instructions on the Knox OPT webpage about how to complete this form. Do not date page 2 of this form until your OPT meeting with the international student advisor.*
- [Form G-1145](#), E-Notification of Application/Petition Acceptance
- Knox College OPT Request Form (on the back of this checklist)
- Passport (if you have more than one, bring all passports)
  
- [I-94 record](#) (print your "Most Recent I-94")
- All previously issued I-20s
- Filing fee: Payment may be made by check or money order made out to "U.S. Department of Homeland Security", or by credit card using [Form G-1450](#). As of December 23, 2016, the filing fee for the I-765 is \$410. Refer to USCIS for the most up-to-date filing fee.
- 2 passport photos (2 x 2 inches), less than 30 days old (get at Walgreens or Walmart)
  - ❖ *Note: On the back of your photos, write your name, SEVIS Number, and I-94 number*

### Photocopies (One photocopy of the following):

- Passport biographics page
  - ❖ *Note: If you have more than one passport, make a copy of the biographics page of your current passport and the passport(s) which holds your F-1 visa*
- F-1 visa
- Page 1 and travel signature page of all previously issued I-20s
- I-94 record

**In your meeting with the international student advisor, assemble your OPT application in the following order:**

- Filing Fee (check, money order, or Form G-1450)
- Passport photos (keep in picture envelope)
- Form I-765 (original)
- Form G-1145 (original)
- Copy of passport biographics page(s)
- Copy of F-1 visa
- Copy of I-94 record
- Copy of I-20 with OPT recommendation (you will receive this during your meeting)
- Copy of all previously issued I-20s (in chronological order, newest to oldest)