F-1 OPTIONAL PRACTICAL TRAINING (POST-COMPLETION) application packet

Rev 2017/02/09

Introduction: What is Post-Completion Optional Practical Training (OPT)?
Post-completion Optional Practical Training (OPT) is temporary employment authorization that allows you, as an F-1 student, to stay in the U.S. to accept employment opportunities after you have completed your degree. Any employment you accept must be related to your major field of study. OPT can be authorized for a maximum of twelve (12) months per degree level. It requires an application to the U.S. Citizenship and Immigration Services (USCIS) that can take up to three months to process.

Eligibility for Post-Completion OPT
You can apply for post-completion OPT if you meet all of the following:

- are in valid F-1 student status and in good academic standing
- have been a full-time degree-seeking student for at least one academic year
- are expected to complete or recently completed your degree requirements at the University of Oregon
- have have not been previously authorized for OPT at the same degree level

When to Apply
USCIS will accept an application for OPT within the following time frame:

- **Earliest Day to Apply:** USCIS will accept your application no earlier than ninety (90) days before your completion of studies date (which is usually the last day of your final term of study)
- **Latest Day to Apply:** no later than sixty (60) days after your completion of studies date.

We recommend applying for OPT as **early as possible before you complete your degree requirements** so that there is enough time for USCIS to process your application. Plan ahead!

Type of Employment on OPT
OPT allows for employment in your major field of study. Employment unrelated to your major is not permitted.

Questions?
Get answers to your questions by:

- Reading through this entire OPT application packet
- Attending a post-completion OPT workshop ([http://isss.uoregon.edu/employment](http://isss.uoregon.edu/employment))
- Meeting an international student advisor at the Office of International Affairs
- E-mailing the Office of International Affairs at intl@uoregon.edu (please be sure to include your full name and UO ID number)
How to Apply for Post-Completion OPT

We recommend starting the Post-Completion OPT application process at least three (3) months before you finish your degree requirements.

Step 1
Read through this entire OPT Application Packet and attend an OPT Workshop.

Step 2
Complete or print out the following forms BEFORE your OPT appointment

- **F-1 Optional Practical Training Request Form** (attached).
  - Part A is completed by you
  - Part B is completed by your academic advisor / department
  - Part C is completed by the Office of the Registrar (REQUIRED FOR UNDERGRADUATE STUDENTS ONLY)

Step 3
Call the Office of International Affairs at 541-346-3206 to make an OPT appointment with an international student advisor; do not come during drop-in advising hours for OPT as we may not be able to assist you if drop-in advising is busy. Bring the following documents with you so that we can help you to prepare your I-765 application packet.

- Signed and completed F-1 Optional Practical Training Request Form
  - **This is for ISSS use only – do not mail to USCIS**

- USCIS Form G-1145 (attached)
- Two U.S.-style passport photos, in color, taken within the last 30 days (print your name and SEVIS ID lightly on back of photos)
- Check or money order for $410, payable to “U.S. Department of Homeland Security”
- Completed Form I-765
- Copy of OPT I-20 with OPT recommendation on page 2
  - **This will be prepared during your appointment**
- I-94 printout from [https://i94.cbp.dhs.gov](https://i94.cbp.dhs.gov)
- Copy of passport ID page
- Copy of most recent F-1 visa (if applicable) and entry stamp
- Past I-20s (if you received CPT or OPT authorization in the past), if applicable
- Copies of any previously-issued Employment Authorization (EAD) cards, if applicable

**IMPORTANT:** Once the advisor issues a new OPT I-20 to you, USCIS must receive your I-765 application within thirty (30) days. Otherwise, your application will be rejected.

Step 4
Mail your application within 5 days of getting your new OPT I-20 to one of the following addresses:

- **By Regular Mail (US Postal Service)**
  - USCIS
  - PO Box 21281
  - Phoenix AZ  85036

- **By Express Mail (e.g., Federal Express, UPS)**
  - USCIS
  - Attn: AOS
  - 1820 E Skyharbor Circle S, Suite 100
  - Phoenix AZ  85034

Note: if you put down a mailing address on your I-765 that is outside of the state of Oregon, please consult with an international student advisor about where to mail your application.

To send your application by express mail, visit a local express service such as Federal Express or UPS or use UEMS’s e-ship Global ([https://study.eshipglobal.com/slogin.asp](https://study.eshipglobal.com/slogin.asp)).

Step 5
Wait for an I-797 Receipt Notice confirming that USCIS received your application (usually sent within 2-4 weeks after your application has been received).

Keep the receipt when it arrives at your mailing address. Your Employment Authorization (EAD) card should follow within 2-3 months. Make a copy of the EAD card for your records.

Step 6
After your OPT period starts, update your address and job information at [http://isss.uoregon.edu/forms](http://isss.uoregon.edu/forms) (look for the link for the “OPT Update and Validation Form”)
Acceptable Types of OPT Employment

During post-completion OPT, every job or training position you take must be related to your major field of study. It is up to you to be able to explain how your job is related to your major.

- The employment may be paid or unpaid
- The employment may be full- or part-time, but while the combined total hours of activity should be an average of at least twenty hours per week in any given month
- Employment may include
  - Multiple employers - You may change between employers or work for multiple employers as long as each employment situation is related to your major field of study
  - Short-term employment - Examples include musical performances (for music majors), short-term writing assignments (for journalism or writing majors), etc.
  - “Work for Hire” or 1099 independent contractors - You and your employer may be asked to show compliance with IRS and Department of Labor rules on independent contractors; see http://www.dol.gov/elaws/esa/flsa/docs/contractors.asp for more information
  - Self-employed business owner - You may be asked to show that you have appropriate business licenses and other evidence that you are starting your own business
  - Employment through an agency - The work you do at the company you are assigned to by your agency must be related to your major field of study
  - Internships, volunteer activity - Keep detailed records of your activity and be prepared to show how these are related to your major field of study

90-Day “Unemployment” Rule and F-1 Termination

While you are on post-completion OPT, you are still considered a UO F-1 student and must still follow F-1 rules. One of the most important F-1 rules is the “90 Days of Unemployment” rule. During your post-completion OPT, you are given a maximum of 90 days of “unemployment” in which you are not doing any training or work. This may include time you spend at the start of your OPT looking for a job or internship, time in between jobs, or time spent traveling inside or outside of the U.S. (unless you are traveling for business trips or vacations while you are working).

Once your OPT starts, you must report your job information to the Office of International Affairs so we can update your SEVIS record. If your SEVIS record is not updated and the SEVIS system determines you have been unemployed for more than 90 days, your SEVIS record and your OPT will be terminated.

- Your 90 days of unemployment starts from the day your OPT officially begins. Your OPT begins on the start date printed on the Employment Authorization (EAD) card you will get from USCIS.
- To avoid having your record and OPT terminated, update your employment and address information using our OPT Update and Validation Form at http://isss.uoregon.edu/employment.
- Keep detailed employment records and activity logs – e.g., paychecks, timesheets, contracts, emails with work assignments – to show that you have been using your OPT.
- Think about possible activities – including internships, volunteer work, and other work – that you could count as practical training related to your major field of study.
Maintaining F-1 Status While on Post-Completion OPT

Here are other important rules for maintaining F-1 status while on post-completion OPT. Always talk to an international student advisor at the Office of International Affairs if you have questions.

- **Obtain job training opportunities related to your major field of study.** Post-completion OPT requires you to pursue training opportunities (at least 20 hours per week) in your major field of study.
- **Maintain valid F-1 documents**, including a valid passport, valid I-94 admission record, and valid Form I-20 from the University of Oregon, and your Employment Authorization (EAD) card.
- **Travel with valid F-1 documents** (see below for information on travel).
- **Do not work** until you have received your Employment Authorization (EAD) card and until the EAD card start date has been reached.
- **Stop work** once your EAD card or your F-1 status has ended, whichever comes first.
- **Do not start a new degree program** while on OPT; otherwise, you must cancel the remainder of your OPT and get a new I-20 to start a new full-time program of study.

**UPDATE YOUR INFORMATION USING OUR OPT UPDATE AND VALIDATION FORM AT:** [http://isss.uoregon.edu/employment](http://isss.uoregon.edu/employment).

To keep your SEVIS record in valid status while you are on OPT, report any changes to your U.S. address and/or job information within 10 days using our on-line form.

Your OPT **ends** when any of the following take place:

- You are officially changed to another type of immigration status (e.g., H-1B, B-2 tourist)
- You get a new I-20 from the UO (or another school) to start a new full-time program of study
- You decide to return home or leave the U.S. (notify the Office of International Affairs at [https://isss.uoregon.edu/employment](https://isss.uoregon.edu/employment) in this situation)
- You do not report your employment or do not find employment within 90 days
- You commit any other violation of F-1 student regulations

**Once your EAD card expires**, your OPT period is over and you must stop your employment. You then have sixty (60) days to leave the U.S. or pursue other options, such as going back to school.

International Travel During Post-Completion OPT

While you are on post-completion OPT, you are still an F-1 student sponsored by the University of Oregon. In general, when traveling, you should carry these when traveling:

- **Valid, unexpired passport**
- **University of Oregon I-20 with OPT recommendation**; the I-20 must have a travel signature no more than six (6) months old upon the date of your return to the U.S.
- **Valid, unexpired F-1 student visa** (not needed for domestic travel within U.S.)
- **I-797 Notice of Action receipt** while your OPT application is being processed or unexpired Employment Authorization (EAD) card after your OPT application has been approved
- **Evidence of employment and training** such as a letter showing that you have a job offer or are working for your OPT company or employer

Always talk with an international student advisor about your travel plans, especially if your F-1 visa is expired. Plan ahead if you are no longer in Eugene and need to mail us your I-20 for a travel signature.
Health Insurance, Taxes, and Social Security

While you are on post-completion Optional Practical Training, you should continue to maintain health insurance for your own health, safety, and protection. Many employees will be able to get health insurance through their employer. If you need other options, talk with the UO Insurance Office or with an international student advisor about other possible insurance options.

Taxes are very complicated for students on OPT and the Office of International Affairs cannot advise on individual tax questions or cases. You should speak with your employer about any tax treaty benefits that you may be able to get while working. You may also be able to get exemptions from FICA (Social Security / Medicare) taxes. Refer your employer to Internal Revenue Service Publication 519, available from http://www.irs.gov, for additional information.

If you have been approved for OPT and received your EAD card, you can apply for a Social Security Number (SSN) if you do not already have one. Take your I-20, EAD card, I-94 admission information (https://i94.cbp.dhs.gov), and passport to your nearest Social Security Administration office (locate your office by going to http://www.ssa.gov). Keep your SSN and SSN card private once you receive it.

Post-Completion OPT Application FAQs

Is a job offer required to apply for OPT?
No. You do not need to have a job in order to apply for OPT. However, once your OPT period starts, you are expected to find jobs or internships related to your major at an average of 20 or more hours per week.

Can I choose when does my OPT start?
Yes, within limits. You can ask for a start date that falls anytime but no later than 60 days after you complete your degree requirements. Choose carefully – once your application is submitted, you cannot change your OPT start date request.

I have applied for my post-completion OPT, but what happens if I don’t complete my program requirements after all?
Please contact an international student advisor to discuss your situation.

Can I study while on post-completion OPT?
You cannot start a new degree program while on post-completion OPT. You will need to stop your OPT and get a new I-20 and return to full-time study. However, while on OPT, you may engage in incidental study such as a recreation class, as long as you are primarily engaged in full-time practical training.

Can I continue to work on-campus?
On-campus employment is permitted only while you are still working toward your degree requirements. Once your I-20 expires, you cannot continue to work on campus. However, once your OPT period starts, you can work at the UO but only if your work is directly related to your major field of study.

Can I work at different places while on OPT?
Yes. Post-completion OPT allows you to accept multiple employment positions at the same time, as long as the work you are doing at each position is related to your field of study.

It’s almost 90 days since my OPT started but I haven’t found a job. Should I go home?
You may need to prepare to leave the U.S. in this situation. However, we recommend contacting an International Student Advisor to discuss your specific situation to see if you have other options.
Step-by-Step Instructions for Completing Form I-765

- **PRINT CLEARLY OR TYPE** when completing the form
- **USE THE EXAMPLE** included in your OPT Packet (next page)
- **PROOFREAD** your I-765 once you have completed the form
- **PROVIDE** a copy to an international student advisor for review

**QUESTION**

- **I am applying for:** Check the box for "Permission to accept employment"

**INSTRUCTIONS**

1. **Full Name**
   - Print or type your LAST NAME / First Name / Middle Name
2. **Other Names Used**
   - Indicate other names, such as maiden name. Do not include nicknames.
3. **U.S. Mailing Address**
   - **IMPORTANT** Use a mailing address valid for the next 3 months. All mailings will be sent to this address.
     - If you use a non-Oregon address, talk to an international student advisor
     - If you use a friend or relative’s address, be sure to add a “care of” name in front of the address, e.g., “C/O J. Jones, 123 Main Street”
4. **Country of Citizenship**
   - Indicate citizenship
5. **Place of Birth**
   - Indicate place of birth
6. **Date of Birth**
   - Indicate date of birth (MM/DD/YYYY format)
7. **Gender**
   - Indicate gender
8. **Marital Status**
   - Indicate marital status
9. **Social Security Number**
   - Indicate your SSN if you have one. Leave blank if you do not.
10. **I-94 Number**
    - Get from [https://i94.cbp.dhs.gov](https://i94.cbp.dhs.gov), or from I-94 card in passport
11. **Previous USCIS Employment**
    - Indicate “Yes” if you were previously approved for OPT, severe economic hardship, or international organization employment. Provide appropriate details.
12. **Date of Last Entry into U.S.**
    - Get from entry stamp in passport or from [https://i94.cbp.dhs.gov](https://i94.cbp.dhs.gov)
13. **Place of Last Entry into U.S.**
    - Same as #12
14. **Status at Last Entry**
    - Indicate status when you last entered the U.S. In most cases, “F-1 Student”
15. **Current Immigration Status**
    - Write “F-1 Student”
16. **Eligibility Category**
    - Answer (c)(3)(b)
17. **(c)(3)(c) Eligibility**
    - Leave blank
18. **(c)(26) Eligibility**
    - Leave blank
19. **(c)(35) / (c)(36) Eligibility**
    - Leave blank

**Certification**

- Sign and date the form and enter your phone number

**Case Status Updates**

Within 2-4 weeks after mailing your I-765 packet, you will receive a written receipt at the address indicated on Question #3 on Form I-765. The receipt will have a case number printed on it. You can check the status of your application by entering your case number in the “Check Case Status” box on the USCIS web site ([http://www.uscis.gov](http://www.uscis.gov)).

OPT applications can take up to three months to process. Contact an international student advisor at [intl@uoregon.edu](mailto:intl@uoregon.edu) with your name, UO ID number, and case number if you have not received your EAD card within 75 days.
I am applying for:
- [X] Replacement of lost employment authorization document.
- [ ] Replacement of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name
   - Family Name: Smith
   - First Name: John

2. Other Names Used (include Maiden Name)
   - Family Name: 
   - First Name: 
   - Middle Name: 

3. U.S. Mailing Address
   - Street Number and Name: c/o D. Jones, 123 Main St.
   - Apt. Number: #1
   - Town or City: Eugene
   - State: OR
   - Zip Code: 97401

4. Country of Citizenship or Nationality
   - United Kingdom

5. Place of Birth
   - Town or City: London
   - State/Province: UK

6. Date of Birth (mm/dd/yyyy)
   - 01/23/1995

7. Gender
   - [X] Male
   - [ ] Female

8. Marital Status
   - [X] Single
   - [ ] Married
   - [ ] Divorced
   - [ ] Widowed

9. Social Security Number (Include all numbers you have ever used, if any)
   - [ ] Enter only if you have a SSN

10. Alien Registration Number (A-Number) or Form I-94 Number (if any)
    - [ ] Find at https://i94.cbp.dhs.gov

11. Have you ever before applied for employment authorization from USCIS?
    - [X] No (Proceed to Question 12.)

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)
    - 01/15/2017

13. Place of Last Entry into the U.S.
    - San Francisco

14. Status at Last Entry (Visitor, F-1 Student, No Lawful Status, etc.)
    - F-1 Student

15. Current Immigration Status (Visitor, Student, etc.)
    - F-1 Student

16. Eligibility Category. Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(ii), etc.
    - (c) (3) (b)
17. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree

Employer's Name as listed in E-Verify

Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

18. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Question 16 above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

19. (c)(35) and (c)(36) Eligibility Category

a. If you entered the eligibility category (c)(35) or (c)(36) in Question 16 above, please provide the receipt number of the Form I-140 beneficiary's Form I-797 Notice of Approval for Form I-140.

b. Have you EVER been arrested for and/or convicted of any crime?  □ Yes  □ No

NOTE: If you answered "Yes" to Item Numbers 19.b., refer to Item Number 5., Item H. or Item I. in the Who May File Form I-765 section of these Instructions for information about providing court dispositions.

Certification

I certify, under penalty of perjury, 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 "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in Question 16.

Applicant's Signature

SIGN YOUR NAME IN BLUE INK!

Date of Signature (mm/dd/yyyy)  02/01/2017

Telephone Number

Enter your telephone number

Signature of Person Preparing Form, If Other Than Applicant

I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Preparer's Signature

Date of Signature (mm/dd/yyyy)

Printed Name

Address
### Application For Employment Authorization

**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

#### For USCIS Use Only

- [ ] Application Approved  
- [ ] Authorization/Extension Valid From [ ]  
- [ ] Authorization/Extension Valid To [ ]  

**Fee Stamp**

**Action Block**

- [ ] Initial Receipt  
- [ ] Resubmitted  
- [ ] Relocated  
- [ ] Received  
- [ ] Sent  
- [ ] Completed

**Completed**

- [ ] Approved  
- [ ] Denied  

**Application Denied - Failed to establish:**

- [ ] Eligibility under 8 CFR 274a.12 (a) or (c)  
- [ ] Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 274a.2(f)  

**A#**

- [ ] Applicant is filing under section 274a.12

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**START HERE - Type or print in black ink.**

**I am applying for:**

- [ ] Permission to accept employment.  
- [ ] Replacement (of lost employment authorization document).  
- [ ] Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

**1. Full Name**

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
</table>

**2. Other Names Used (include Maiden Name)**

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
</table>

**3. U.S. Mailing Address**

<table>
<thead>
<tr>
<th>Street Number and Name</th>
<th>Apt. Number</th>
<th>Town or City</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
</table>

**4. Country of Citizenship or Nationality**


**5. Place of Birth**

<table>
<thead>
<tr>
<th>Town or City</th>
<th>State/Province</th>
<th>Country</th>
</tr>
</thead>
</table>

**6. Date of Birth (mm/dd/yyyy)**


**7. Gender**

- [ ] Male  
- [ ] Female

**8. Marital Status**

- [ ] Single  
- [ ] Married  
- [ ] Divorced  
- [ ] Widowed

**9. Social Security Number (Include all numbers you have ever used, if any)**


**10. Alien Registration Number (A-Number) or Form I-94 Number (if any)**


**11. Have you ever before applied for employment authorization from USCIS?**

- [ ] Yes (Complete the following questions.)
  - Which USCIS Office? 
  - Dates
  - Results (Granted or Denied - attach all documentation)

- [ ] No (Proceed to Question 12.)

**12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)**


**13. Place of Last Entry into the U.S.**


**14. Status at Last Entry**

- [ ] H-2 Visitor, F-1 Student, No Lawful Status, etc.


**15. Current Immigration Status**

- [ ] Visitor, Student, etc.


**16. Eligibility Category.** Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.


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**Form I-765 01/17/17 N**  
**Page 1 of 2**
17. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree

Employer's Name as listed in E-Verify

Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

18. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Question 16 above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

19. (c)(35) and (c)(36) Eligibility Category

a. If you entered the eligibility category (c)(35) or (c)(36) in Question 16 above, please provide the receipt number of the Form I-140 beneficiary's Form I-797 Notice of Approval for Form I-140.

b. Have you EVER been arrested for and/or convicted of any crime?  
   ☐ Yes  ☐ No

NOTE: If you answered "Yes" to Item Numbers 19.b., refer to Item Number 5., Item II. or Item I. in the Who May File Form I-765 section of these Instructions for information about providing court dispositions.

Certification

I certify, under penalty of perjury, 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 “Who May File Form I-765?” section of the instructions and have identified the appropriate eligibility category in Question 16.

Applicant's Signature

Date of Signature (mm/dd/yyyy)

Telephone Number

Signature of Person Preparing Form, If Other Than Applicant

I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Preparer's Signature

Date of Signature (mm/dd/yyyy)

Printed Name

Address
e-Notification of Application/Petition Acceptance

Department of Homeland Security
U.S. Citizenship and Immigration Services

What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receipting your immigration form.

ROUTINE USES: The information provide on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File (A-File) and Central Index System (CIS), which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 3 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue, NW, Washington, DC 20529-2140. OMB No. 1615-0109. Do not mail your completed Form G-1145 to this address.

Complete this form and clip it on top of the first page of your immigration form(s).

<table>
<thead>
<tr>
<th>Applicant/Petitioner Full Last Name</th>
<th>Applicant/Petitioner Full First Name</th>
<th>Applicant/Petitioner Full Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address</td>
<td>Mobile Phone Number (Text Message)</td>
<td></td>
</tr>
</tbody>
</table>
# F-1 Optional Practical Training Request Form

**A. To be completed by the student**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>UO ID</td>
<td>________________________________</td>
</tr>
<tr>
<td>Name</td>
<td>________________________________</td>
</tr>
<tr>
<td>SEVIS ID</td>
<td>________________________________</td>
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<tr>
<td>Major</td>
<td>________________________________</td>
</tr>
<tr>
<td>UO Email</td>
<td>________________________________</td>
</tr>
<tr>
<td>Second Major (if any)</td>
<td>________________________________</td>
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<tr>
<td>Non-UO Email</td>
<td>________________________________</td>
</tr>
<tr>
<td>Degree Level</td>
<td>BA/BS  MA/MS  PhD/EdD</td>
</tr>
<tr>
<td>Phone</td>
<td>________________________________</td>
</tr>
</tbody>
</table>

**Complete all of the following:**

- I will complete all requirements for my degree by (month / day / year) ________________________________ (this is usually the last date of your final term of registration or your thesis submission / dissertation defense date).
- I am requesting OPT from _____________________ (start date) to _____________________ (end). For post-completion OPT, the start date cannot be more than sixty days past your completion of studies date.
- I understand that I cannot start working until I have received an Employment Authorization (EAD) Card from the U.S. Citizenship and Immigration Services (USCIS) approving me for OPT, and the start date on the card has been reached. I understand I must stop my OPT by the expiration date on the EAD card.

Signed ___________________  Date ___________________

**B. To be completed by the student’s academic advisor**

The above F-1 international student is requesting a recommendation from the Office of International Affairs for Optional Practical Training – employment authorization in the student’s major field of study. In order to proceed, we ask that the student’s academic advisor confirm the following information. Please complete as appropriate:

- **Undergraduate student.** The above student is expected to complete all degree requirements by (indicate date) ______________________________ (usually last date of final term of registration).

- **Graduate student.** The above student is expected to complete or has completed all coursework requirements by (indicate date) ______________________________. The student will complete all degree requirements including master’s thesis / doctoral dissertation by (indicate date) ______________________________.

Signed ___________________  Date ___________________

Name (Printed) ______________________________  Email ______________________________

Department ______________________________

**C. To be completed by the Office of the Registrar (UNDERGRADUATE Students Only)**

This is to confirm that the above-named undergraduate student should be able to meet all degree requirements for his/her degree by (indicate date) ______________________________ (last date of final term of registration).

Graduation Specialist Signature ______________________________  Date ___________________

Name (Printed) ______________________________  Email ______________________________

OIA Use Only:  APPROVE  OPT EXPIRATION DATE  SEVIS DATABASE  GOAINFL