

## OPTIONAL PRACTICAL TRAINING (OPT) REQUEST FORM

**General Information:**

The application for an Employment Authorization Document (EAD) can take up to 5 months to be processed. Students cannot begin work until they have obtained the EAD from U.S. Citizenship and Immigration Services and the start date of their OPT has been reached. Students applying for post-completion OPT must submit their application to USCIS at the latest within 60 days of their program completion date. USCIS accepts applications through their online application platform. You must [create a USCIS account](#) before you can apply.

**Application Procedures:**

**Step 1:** Attend at least one OPT Employment Workshop prior to starting the process.

**Step 2:** Submit the following documents to a GLOBAL ENGAGEMENT DSO:

- Complete this Optional Practical Training Request Form
- Letter from Academic Adviser or Department Chair (sample letter below)
- Optional: Complete Form I-765 – you can use this as a worksheet to help ensure accurate entries when applying online.

**Step 3:**

- GLOBAL ENGAGEMENT will contact you by email when your new OPT I-20 is ready. Your new I-20 will reflect your practical training beginning and ending date. *It is your responsibility to review this document for accuracy.*

**Step 4:** Prepare all documents and apply via your USCIS account. Application must be received by USCIS within 30 days of OPT I-20 issuance.

- Name the documents the same as on the check list and make sure the scanned documents are in the right direction for the officer.
- Schedule an appointment with GLOBAL ENGAGEMENT to review your OPT application before you make payment and submit
- Once you make the payment online and submit, you cannot make any edits. Any missing information or documents will have to be submitted via communication with USCIS through your account. It is at the discretion of the adjudicator whether your re-submitted evidence is acceptable.

POST- completion OPT Evidence		
Evidence (as listed in online filing system)	Document to Upload (Save the name as stated below)	Notes
2 x 2 photo of you	Passport Photo	See “ <b>Photo Requirements</b> ” <b>Save as JPEG file</b>  <u><a href="#">U.S. Department of State photo requirements.</a></u>  <u><a href="#">DOS also has a photo check tool</a> that you can use to check the photo ahead of time.</u>
Form I-94	Form I-94  Or  Change of Status I-797 Approval	<b>Save as PDF or JPEG</b> Download your most recent I-94 here: <a href="https://i94.cbp.dhs.gov/">https://i94.cbp.dhs.gov/</a>
Employment Authorization Document	<ul style="list-style-type: none"> <li>• Passport Bio Page</li> <li>• F-1 Visa</li> </ul>	<b>Save as JPEG</b> Must be clear
Previously authorized CPT or OPT	<ul style="list-style-type: none"> <li>• I-20(s) with CPT-OPT Authorization</li> <li>• EAD – If previous OPT</li> </ul>	<b>Save as PDF or JPEG</b> Leave empty if no prior OPT or CPT Name accordingly

Form I-20 for OPT	Form I-20 with OPT Recommendation	<b>Save as PDF</b> Make sure to sign on the first page
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SUBMIT COMPLETED FORM TO:

Global Engagement- <a href="mailto:international@thechicagoschool.edu">international@thechicagoschool.edu</a>
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**DIRECTIONS:** This form should be completed by the student and submitted to GLOBAL ENGAGEMENT. Students will receive a new I-20 with OPT recommendation and then must submit their OPT application to USCIS. Students must receive their EAD card and the start date on the EAD card must be reached before a student can begin working.

LAST NAME: _____	STUDENT ID#: _____
FIRST NAME: _____	MIDDLE NAME: _____
SCHOOL E-MAIL: _____	PHONE #: _____ LOCATION: _____
DEGREE LEVEL: _____	PROGRAM: _____ SEVIS ID#: N _____
E-MAIL: _____	BIRTH DATE: MONTH: _____ DATE: _____ YEAR: _____

OPT START DATE:	MONTH: _____	DATE: _____	YEAR: _____
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*OPT END DATE:	MONTH: _____	DATE: _____	YEAR: _____
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\* Start date can be the day after your program end date and no later than sixty days after your program end date on your I-20.

\* *Your future employment for OPT must directly relate to the major area of the field of study. You are responsible to enter the information to the SEVIS Portal and provide an Explanation in Writing to GLOBAL ENGAGEMENT after a job offer is received.*

<b>Employment Information: (If you do not have employment, leave this section blank. Once you find employment, you will enter the information in SEVIS Portal)</b>					
<b>Exact location for OPT must be specified</b>	Name of supervisor:				
	Name of company:				
	Company address:				
	City:		State:		Zip:
	Supervisor's Telephone:				
	Supervisor's Email:				
Job title:					
Start Date:		End date:		No. of Hours/Week:	
<b>Previous Employment Information: (List all previously authorized employment for practical training; Type on a separate page if more space is needed)</b>					
Curricular (CPT) Dates		<input type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME		
Name of company:					
Curricular (CPT) Dates		<input type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME		
Name of company:					
Curricular (CPT) Dates		<input type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME		
Name of company:					
Optional (OPT) Dates		<input type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME		
Name of company:					

*By signing, I understand my employment must be related to my field of study.*

*By signing, I am aware that my employers may contact The Chicago School in the future to give pertinent information regarding my employment. By signing, I understand that it is my responsibility to update the Chicago School with any employer, address, and/or name changes while on OPT.*

STUDENT SIGNATURE: _____	DATE: _____
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**SAMPLE LETTER OF RECOMMENDATION  
FOR OPTIONAL PRACTICAL TRAINING – POST COMPLETION OF STUDIES**

The department recommendation must be in letter format and include all information listed below.

Graduate students may select their program end date as 1) the day when they've completed all required coursework and thesis/dissertation (most commonly recommended), or 2) when they've completed all coursework, but may still be finishing their thesis/dissertation requirements (not commonly recommended). If a student chooses option 2, they **MUST** complete their thesis/dissertation before the end of their OPT period

**Student Employment at The Chicago School:** Students **may not** continue employment into the next semester once the student has completed degree requirements. Please note that students need valid work authorization in order to work on-campus after their completion date. In many cases, a graduate student's completion date will not correspond with their official graduation date. **If you have additional questions, please contact GLOBAL ENGAGEMENT.**

(Department name)  
(Street Address)  
(City), (State) (Zip Code)

DATE: (MM/DD/YY)

TO: Designated School Official

This letter is in support of (student name)'s application for Optional Practical Training **After** Completion of Studies. (Student name) is a student in the (department name) department pursuing a (degree type) and is expected to complete (pick one of the following scenarios):

- all required course work by (MM/DD/YY)
- all required course work and project/thesis/dissertation by (MM/DD/YY)

The department feels that such practical training undertaken in the United States would be beneficial for the student and is highly recommended. To the best of my knowledge, the intended practical training is related to the student's field of study and commensurate with (Student name)'s educational level.

Sincerely,

(Signature) (Must be Department Chair or Academic Advisor)  
(Name)  
(Title)  
(Department)