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.
   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.
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 (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, 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: _______________

FOR CIE OFFICE USE ONLY

Received by: ____________________________ Processed By: ____________________________

Date: ____________________________ Date: ____________________________

Center for International Education
605 Washington Street – PO Box 1857 – Fayette, IA 52142 (U.S.A.) – (+1) 563.425.5852 – www.uiu.edu/international