

# Carnegie Mellon University

## Office of International Education

5000 Forbes Ave, Warner Hall 3<sup>rd</sup> Floor, Pittsburgh, PA 15213

Phone: (412) 268-5231 • Email: [ois@andrew.cmu.edu](mailto:ois@andrew.cmu.edu) • Web: [www.cmu.edu/oie](http://www.cmu.edu/oie)

### F-1 Optional Practical Training Information

#### FIRST:

- Read this application packet including the “Frequently Asked Questions” (on page 3).
- Have your academic advisor complete the advisor’s section of the “OPT Recommendation Form.”

#### SECOND:

- Register for an OPT session on the Bridge (<https://bit.ly/OPTReporting>).
- Submit your completed OPT Recommendation Form at your OPT session or at the OIE front desk.
- OIE will issue a new I-20 for you in 5 business days recommending OPT. You will send a photocopy of this new I-20 with your application to USCIS.

#### THIRD:

- Keep copies of everything you mail for your own records!
- Prepare all application materials listed below and send by UPS or FedEx (so that you have a tracking number and delivery signature).
- Mail the materials listed below to USCIS (to the address in the box below if you use a PA return address). You will receive a notice (Form I-797) from USCIS with a tracking number (located in the upper-left hand corner of the receipt) that can be used to follow the progress of your case at [www.uscis.gov](http://www.uscis.gov). Your case will stay in “Initial Review” status until it is approved.
- USCIS must receive your application no more than 90 days before AND no more than 60 days beyond your program completion date noted on your I-20. Your OPT application MUST be received by USCIS within 30 days of the issue date as noted on the new OPT I-20.

**Mailing address  
using a PA return  
address on I-765**

**Using FedEx/UPS:**  
USCIS  
Attn: AOS  
2501 S. State Hwy. 121 Business, Suite 400  
Lewisville, TX 75067

#### APPLICATION MATERIALS (submitted in this order):

- Fee of \$410. Make check payable to the “U.S. Department of Homeland Security.” Send a personal check or money order drawn on a U.S. bank, **NO CASH**.
- G-1145. Use this form if you wish to receive email or text confirmation (within 1 week) of your receipt number from the Lockbox facility. Clip the form to the front of the OPT application. Find the form at: [www.uscis.gov](http://www.uscis.gov).
- Two “passport” photos ([http://travel.state.gov/passport/pptphotoreq/pptphotoreq\\_5333.html](http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html)). Print your name and I-94 number on the back of each photo. **NO GLASSES** can be worn in the passport photos. Use powder to prevent glaring and be sure there are no shadows in your photos! You may put the photos and check in an envelope and attach carefully to the front of the I-765 (do not staple photos!).  
\*\*Passport photos can be obtained at:  
FedEx/Kinkos (412-268-3737)      Rite Aid (412-521-3900)      U.S. Post Office (412-421-1388)  
University Center, Lower Level      1700 Murray Avenue      1800 Murray Ave., Sq. Hill
- Original I-765 form (follow instructions on how to complete form on page 2).
- Optional cover letter/checklist explaining that you are applying for OPT and listing the contents of the mailing.
- A copy (**NOT original**) of page 1 and 2 of the new I-20 from OIE with the recommendation for OPT on page 2 (be sure you have signed the I-20 at the bottom). This I-20 must be less than 30 days old when it arrives at USCIS or OPT will be denied!
- A copy of **ALL** previously issued I-20 documents dating back to the start of F-1 status (be sure they are signed).
- A copy of your most recent I-94 record.
  - Printout of the electronic I-94 record from [www.cbp.gov/i94](http://www.cbp.gov/i94) OR
  - Both sides of your I-94 card (front and back - even if the back is blank)
- A copy of the photo page (identification page) and expiration date page of your passport.
- A copy of the most recent F-1 visa page in your passport (even if expired).
- A copy of any previous Employment Authorization Document (EAD) OPT card, if you have had one.

## INSTRUCTIONS FOR COMPLETING FORM I-765

- Download the form I-765 from [www.uscis.gov](http://www.uscis.gov) and complete it as a form-fillable pdf.**  
**\*\*Do NOT** complete the form by hand. The form is read by a machine-readable scanner.
- Check the first box: “I am applying for: permission to accept employment.”**
- Complete lines 1 through 16:**
  - #1 Name:** Type your family/last name in all CAPITAL letters and your first name in Sentence Case.
  - #3 Return Address:** This must be an address at which you can receive mail for at least the next 90 days. You cannot put in a forwarding order on this address - the immigration service’s envelopes state “Do Not Forward.” If the EAD is sent to an address with a forwarding order, or if you cannot receive mail at the address you use, your EAD will be returned to the immigration service. If you want to use a friend’s address, you need to make sure your name is on the mailbox. If you want your department to receive mail for you, check with your department first. You may use OIE to collect your mail – but we are unable to track the progress of your case. If you choose to use OIE as your mailing address, put the address as:

**5000 Forbes Ave Intl Education Pittsburgh PA 15213**

***NOTE:** If you use the OIE address, you will receive an email as soon as your card arrives in the OIE office. Do not call. Once your EAD is received at OIE, you will receive an email. At that time, you may either collect the EAD in person, arrange for a friend to collect the EAD on your behalf or create a shipping label for your EAD (OIE will send detailed instructions).*

- #3 Return Address:** Note: If the mailing address you indicate on the I-765 is not located in Pennsylvania, refer to the I-765 instructions ([www.uscis.gov](http://www.uscis.gov)) or OIE for the proper mailing address for your application.
- #10 Alien Registration Number:** Use your I-94 “admission” number found at [www.cbp.gov/i94](http://www.cbp.gov/i94) or if you have a paper I-94, found on the upper left side of the I-94 card.
- #11 Previous Employment Authorization:** The answer is “no” unless you have previously applied for an EAD (OPT card) at this or any other institution. It is “no” even if you have had CPT or an H-1B visa.
- #16 Eligibility Categories:** For F-1 OPT, fill out as follows:
  - For summer or part-time OPT PRIOR to graduating:** ( c ) ( 3 ) ( A )
  - For POST-Completion (after graduating) OPT:** ( c ) ( 3 ) ( B )
  - For the 24-month extension of OPT (see FAQ #10 below):** ( c ) ( 3 ) ( C )
- Certification:** Sign and date the I-765 in **dark blue ink** using a ballpoint pen. Sign WITHIN the 2 lines.

### REMINDERS: REGULATIONS WHILE YOU ARE ON OPT

- REQUIRED UPDATES.** You are required to report address, name changes, employer and any interruption in employment, within 10 days so that we can update SEVIS. Submit reports to <https://bit.ly/OPTReporting>. OIE does not receive information from SIO after you graduate.

#### TRAVELING ABROAD WHILE ON PRACTICAL TRAINING:

- In order to re-enter the U.S. while on OPT, you must have:

Valid passport	EAD (OPT work card)
Valid F-1 visa stamp/sticker in your passport	Offer letter of employment from your employer**
OPT I-20 signed within the last 12 months	Employer/address reported to <a href="https://bit.ly/OPTReporting">https://bit.ly/OPTReporting</a>

\*\*F regulations allow for travel and reentry in order to “resume employment.” While a job offer letter is not required to obtain OPT, it is recommended that students who travel have a job offer letter with them when they are entering the U.S. Note that the EAD says “Not Valid for Travel” on the face of the EAD meaning it cannot be used alone to re-enter the U.S.

- Dependent Travel:** An F-2 dependent must carry COPIES of the F-1 student’s I-20 with the OPT recommendation, EAD and job offer letter, in addition to the F-2 I-20 (endorsed within 12 months of re-entry to the U.S. on page 3).
- NEVER enter the U.S. in any VISA STATUS OTHER THAN F-1** while on OPT (it will invalidate OPT!)

## CHOOSING YOUR START DATE

You are eligible to pick an OPT start date any time within the 60 days following your program completion date as noted on the OPT Recommendation Form. Please use the OPT Calculator on the [OPT PowerPoint](#). If you are a PhD student or a Master's student with a thesis option, you may have more flexibility as to when your OPT can start. Factors to consider when choosing your start date are:

1. **Choose the earliest day that you might want to start working (you CANNOT begin to work BEFORE the start date on the EAD).** If you choose a start date farther into the future and then receive an earlier offer, you will not be able to change the date. If you are and plan to continue working at CMU after your program is complete, your OPT must start the day after your program ends. **All of your work authorization ends (even on-campus work) on your program end date.** Be sure to take this into account!
2. **If you want the latest possible day to start your work authorization,** the latest day you may choose as your start date for the EAD is 60 calendar days after your program completion date. Remember that some months have 31 days and USCIS counts each day!

**You may not change your OPT dates once you have filed the application with USCIS!**

## OPT – FREQUENTLY ASKED QUESTIONS

### 1. What is F-1 Optional Practical Training?

Practical training is the opportunity to apply knowledge gained in your degree program to off-campus work. The work must be directly related to your level and field of study. OPT is recommended by OIE and authorized by the U.S. Citizenship and Immigration Services (USCIS). This authorization can take 60 to 90 days to obtain. The maximum amount of time granted to work on F-1 OPT status is 12 months per degree level OR a 24-month STEM extension for those who qualify (see info on page 4). You may use some or all of the available 12 months of practical training during your course of study or save the full 12 months to use after you complete your program. You may apply for post-completion OPT up to 90 days before your completion date of your program and **USCIS MUST RECEIVE your application PRIOR TO 60 days beyond your completion date.** Your OPT application ***MUST*** be received by USCIS within 30 days of the issue date as noted on the new OPT I-20 to avoid denial.

### 2. What are the eligibility requirements to apply for F-1 Optional Practical Training?

To be eligible to apply for OPT, you must: (1) have been in full-time student status for at least one academic year by the requested start date of your OPT, and (2) be maintaining valid F-1 status at the time of the application.

### 3. If I complete one degree program, take 12 months of practical training, and then begin a second course of study at another degree level, am I eligible for an additional 12 months of practical training?

Yes, you are eligible to apply for another 12-month period of Optional Practical Training after changing to a **higher degree level**. This does not apply to a second degree at the same level (i.e., a second master's degree).

### 4. If I don't use OPT at the bachelor's level can I get two 12 month periods of OPT?

No. OPT for each level cannot be combined but must be used during/immediately after each level. Authorized OPT cannot be "saved" for use in the future.

### 5. I applied for 12 months of OPT based on another degree I already completed, but then my employer changed my status to H-1B after 4 months. So I have 8 months of OPT remaining, right?

No. Immigration does not "refund" time after a change to a different immigration status. The amount of time you applied for (as appears on the EAD card) is the amount of time USCIS considers you to have used at that educational level.

### 6. How can I use OPT while I am still in my program?

You may use OPT while you are still in your degree program as follows: (1) part-time while school is in session, (2) full-time during annual vacation periods, and/or (3) full-time after you have completed all course requirements for the degree and have a thesis requirement remaining. These periods of OPT used before you graduate will be deducted from the total allowable period of 12 months. Part-time OPT will be deducted at one-half the full-time rate. For example; if you use 4 months of part-time OPT, then you still have 10 months of full time OPT left to apply for with USCIS.

### 7. How long does it take to get authorization for OPT and when should I apply?

It takes OIE 5 business days to process, your new OPT I-20. After you mail your OPT application to USCIS, it takes USCIS approximately 90 days to approve your OPT. Therefore, it is important that you apply for the authorization well in advance of the date you wish to start working. You may apply up to 90 days before your program completion date and **NO LATER THAN 60 days** after your completion date.

**\*\*NOTE:** The OPT I-20 cannot be more than 30 days old when it arrives at USCIS or OPT will be denied!

**8. My OPT I-20 was issued almost 30 days ago and I haven't filed yet. What do I do?**

Your OPT application **MUST** be received by USCIS prior to 30 days of the issue date as noted on the new OPT I-20 to avoid denial. If you delay filing the application, you must come to OIE's front desk to request a new I-20 with a new OPT issue date. The new I-20 will take **at least** 5 business days to re-issue. To be safe, file at least 2 weeks before the 30-day timeout of the OPT I-20.

**9. Do I need to have a job to apply for OPT?**

You **DO NOT** need to have a job offer before applying for Optional Practical Training.

**10. Do I need to have a job/job offer while I am on OPT?**

**Yes.** F-1 regulations require that you do have employment in your field of study while in your POST-graduation OPT period. You are only allowed to have a total of 90 days of unemployment in your 12 month period of OPT or 150 days if you apply for and receive the 24-month extension. You are required to report address, name changes, employer and any interruption in employment, within **10 days** to OIE so that we can update SEVIS. Submit reports to <https://bit.ly/OPTReporting>. If you accrue more than 90 days of unemployment, your SEVIS record will be terminated.

**11. Does the job I have while on OPT have to be paid employment, or can it be unpaid?**

For the first 12 month period of post-completion OPT, the employment does NOT have to be paid employment. Therefore, a student who is self-employed (including performance majors with regular "gigs"), interning or volunteering in a position directly related to the academic field would be considered "employed" for the purposes of OPT employment. Employer may not be able to write letter for unpaid work - check before starting job. Unpaid work is acceptable by USCIS, but unless it's truly "volunteer" work, there could be problems with U.S. Department of Labor laws. For the 24-month STEM extension, employment must be paid and full-time.

**12. Can I begin working before I receive the Employment Authorization Document?**

**NO.** You may **NOT** begin employment before you receive your EAD card from USCIS; working before practical training has been authorized by the USCIS, and you have physically received the EAD card, constitutes illegal employment that will jeopardize your legal status in the U.S. – **Also, Students MAY NOT continue on-campus employment after the end date on the I-20 until they have an approved EAD card from USCIS.**

**13. May I ask USCIS to expedite processing of my OPT?**

**No.** USCIS allows students to file the OPT application up to 90 days before the program end date. USCIS does not honor expedite requests for OPT. Should you make a request anyway, it will be denied and will result in longer processing times. You should apply as early as you are able.

**14. Do I have to do anything with OIE while I am on OPT?**

**YES!** Immigration regulations **REQUIRE** that while you are on OPT, you **MUST** report address, name changes, employer and any interruption in employment, within **10 days** so that OIE can update SEVIS. Submit reports to <https://bit.ly/OPTReporting>. The update will be made in SEVIS.

**15. Can I extend my OPT after the 12 months?**

There are two types of extensions available: 1) a 24-month extension for those in certain fields (see below) and 2) an "H-1B Cap Gap Extension." The cap gap extends your work authorization through to the start of your "cap-subject" H-1B visa if your OPT ends after your "cap subject" company has applied for an H-1B for you but before the H-1B starts on the following October 1st. This cap gap extension is available to all F-1 students using OPT in any field, as long as you have a pending or approved "cap subject" H-1B application and the employer applied for the H-1B with a request for change of status as part of the application. The extension is automatic - you do not have to do anything at all to get the extension. "Cap Subject" refers to any H-1B application that must be counted against the quota on H-1B applications. Find more information on the OIE website: <http://www.cmu.edu/oie/pdfs/capgap.html>.

**16. I will live in Pennsylvania while on OPT. Can I get a new/extended PA driver's license/state ID?**

**Yes.** You may need your EAD before you can apply for a PA driver's license or state ID. Check with a local DMV office ([www.dmv.state.pa.us/](http://www.dmv.state.pa.us/)). Further information on applying for a PA driver's license or state ID can be found on the OIE website ([www.cmu.edu/oie/pa-license.pdf](http://www.cmu.edu/oie/pa-license.pdf)).

**17. I went to PA DMV to get a new/renewed license and they told me my information wasn't in SEVIS or there was an error with my information. What should I do?**

The PA DMV has to confirm information from various databases that link to SEVIS. Students on OPT should present the required documentation and make sure to show the EAD and point out the A# located on the card. This gives DMV the number they need to find your data in their system.

## INFORMATION ON THE 24-MONTH STEM EXTENSION

### 18. What is the 24- month STEM extension of OPT?

The 24-month extension allows F-1 students on OPT who have received a degree in the fields listed below, referred to as “STEM” fields (science, technology, engineering, or mathematics), to apply for a 24-month extension of their regular 12-month OPT period. **You will NOT apply for the 36 months up front.** Students who timely file an application for the 24-month OPT extension will be able to continue employment while the extension application is pending, until a final decision on the I-765 or for 180 days, whichever comes first. To find out if your major is eligible, check the following links: <https://www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf>. Refer to OIE’s news page for any updates related to the 24-month STEM extension.

### 19. I think I qualify; how do I apply for the 24-month extension?

**FIRST: Students completing with degrees in these fields will apply for the regular 12-month period of OPT.**

**THEN, WITHIN 90 days from the expiry date on your first 12 months of OPT EAD Card:** If you meet the following criteria, you can apply through OIE for your 24-month extension I-20. Instructions can be found on the OIE website at: <http://www.cmu.edu/oie/forstu/jobs.html>. NOTE: Your application must arrive at USCIS before the expiry date of your 12-month period of OPT or else the 24-month extension benefit will be forfeited.

#### CRITERIA FOR THE 24-MONTH EXTENSION:

- Your employment must be paid and your employer must be enrolled in the “E-Verify” program (see information below, #21). Note: the STEM extension does not support self-employment.
- You must have graduated and be working in one of the fields listed below referred to as STEM fields.
- You must have maintained status while on OPT and be within 3 months of your end date on your EAD Card.

### 20. What is “E-Verify”?

E-Verify is an Internet-based system operated by U.S. Citizenship and Immigration Services (USCIS) in partnership with the Social Security Administration (SSA). The E-Verify program is currently free to employers and is available in all 50 states. E-Verify provides an automated link to federal databases to help employers determine employment eligibility of new hires and the validity of their Social Security numbers. More information is available at: [www.uscis.gov/e-verify](http://www.uscis.gov/e-verify), including a list of companies enrolled in E-Verify. Do not assume that your company is enrolled! Ask your company’s Human Resources department if they participate in this program. NOTE: CMU is **not** an E-Verify employer for the purpose of STEM OPT.

### 21. Are there any other requirements while I am on the 24-month extension?

Yes. You are obligated to verify your address and employer information every 6 months while on the 24-month extension (even if the information has not changed). You will report this information to OIE by emailing [oie@andrew.cmu.edu](mailto:oie@andrew.cmu.edu). You must also submit a 12-month and 24-month/final evaluation.

## TRAVEL and OPTIONAL PRACTICAL TRAINING

### 22. Now that I’ve turned in my application, can I travel outside the U.S. while I wait for the EAD to arrive?

**After you complete your program, anytime you travel outside the U.S. on OPT, you need the following in order to re-enter the U.S:**

- Valid passport
- Valid F-1 visa stamp
- I-20 signed for travel
- EAD card
- Job offer letter or proof of employment
- Employer/address reported to <https://bit.ly/OPTReporting>

**\*\*Before you program end date,** you should be able to return to the U.S. without the EAD as long as it is still long enough in advance of your program end date.

**\*\*If you have to travel,** talk to an OIE advisor before you leave.

### 23. I want to leave the U.S. for a short time while my OPT application is in process, but I need to return before the EAD will arrive. I have a tourist visa (B-2) that is valid for 10 years. Can’t I just enter the U.S. on my tourist visa while I’m waiting to get the EAD then start work with the card once I get it?

**NO!!!** If you intend to continue working on your OPT, **NEVER** enter in any other immigration status except F-1. If you leave the U.S. and re-enter in B status - you will have lost your F-1 status and your OPT will be **invalid!**

### 24. What if I have applied for the 24-month extension but I have not yet received the EAD, can I travel out of the U.S.?

NO, immigration advises that while you are waiting for the approval of the 24-month extension, you should **NOT** try to re-enter the country until you **RECEIVE** the new EAD.

**25. The visa stamp in my passport has expired, but I need to travel outside the U.S. while on OPT. Do I need to get a new visa stamp at an embassy?**

**Yes.** You must have a valid visa to re-enter the U.S. in F-1 status during the OPT period.

**\*\*NOTE:** while on F-1 OPT, you can still be subject to a 4 to 6-week security clearance delay. **Contact OIE** to discuss your visa application should you have questions.

**EXCEPTION – Automatic Visa Revalidation.** If you are going to Canada, Mexico or one of the adjacent islands, and staying for fewer than 30 days, you could re-enter the U.S. on your expired F-1 visa stamp. Review Automatic Visa Revalidation policy before you travel to ensure you qualify! <https://travel.state.gov/content/visas/en/general/automatic-revalidation.html>

All other travel documents during OPT are required.

**27. In what way is my application to the embassy for a new visa stamp affected by being on OPT?**

The risk of denial of an application for a renewed visa stamp for F-1 status while on OPT is somewhat higher than while you are in your active student program. The F-1 student visa requires that the applicant must intend to return to the home country at the end of the program, and if the embassy official is not convinced of your intention to return home, the visa application will be denied. It is possible and many students on OPT get their F-1 visa stamps renewed. You do have to be careful to demonstrate non-immigrant intent. Please see an OIE advisor to discuss in more detail.

**28. What documents do I need to show at the embassy for a new F-1 visa stamp while I am on OPT?**

Valid passport, EAD, OPT I-20, job offer letter or proof of employment and employer/address reported to <https://bit.ly/OPTReporting>. Because you are seeking a nonimmigrant visa, the official job offer letter should indicate that your employment is temporary and not permanent. You should also be prepared to discuss how this job experience will apply to the job market in your home country, and how you will apply your OPT work experience there.

**29. Do I still need to get a travel signature on my I-20 from OIE while on OPT?**

Yes, while you are in F-1 status on OPT if you travel outside the U.S., you need to have the travel line signed every 12 months. If you are not located in Pittsburgh, mail the original I-20 to OIE for endorsement along with the OIE Request for Services form ([http://www.studentaffairs.cmu.edu/oie/req\\_services.pdf](http://www.studentaffairs.cmu.edu/oie/req_services.pdf)), leaving plenty of time for mailing delays.

**30: What are the common mistakes students make when applying for work authorization under OPT?**

The following common mistakes can delay your OPT application processing or even result in a denial of your application:

- Application is not submitted within the timeframe
- Application is incomplete
- Check/Money Order is dated or signed incorrectly
- Passport pictures do not follow requirements
- Failure to respond to a Request for Further Evidence (RFE) by the given deadline stated by USCIS

## Employment Related Information

**Employment Eligibility Verification (I-9)**

When you begin work, you and your employer must complete a form entitled “Employment Eligibility Verification” (IRS Form I-9) which verifies your eligibility to work in the U.S. The I-9 must be updated each time you receive a renewal of your work permission. This form requires you to document your identity and work authorization. For F-1 students, the most typical combination of documentation is: your passport, I-94 Departure Record, I-20, and EAD.

**Social Security Number (SSN)**

For payroll purposes, you will also need to provide your SSN. If you do not already have an SSN, you are required to bring your passport, I-94 record, OPT I-20, and EAD to the Social Security Administration (SSA) and apply for an SSN card. The same documents are required for a replacement card.

**\*\*To find the closest SSA, visit [www.socialsecurity.gov/locator](http://www.socialsecurity.gov/locator).**

**Social Security Withholding and Other Taxes**

In general, F-1 students who have been in the U.S. fewer than five years are “non-residents for tax purposes” and are exempt from Social Security (FICA) and Medicare taxes. If you are a non-resident for tax purposes and your employer does withhold FICA, speak to your payroll office. You and your employer can refer to Internal Revenue Service Publication 519, “U.S. Tax Guide for Aliens” for additional information. Your earnings **are subject to applicable federal, state, and local taxes.** Tax returns must be filed on or before April 15 each year for the previous calendar year. The results of the filing will determine if any of the withheld income taxes can be refunded to you.

# Carnegie Mellon University

## Office of International Education

5000 Forbes Ave, Warner Hall 3<sup>rd</sup> Floor, Pittsburgh, PA 15213

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### Optional Practical Training (OPT) Recommendation Form

#### To: Student OPT Applicant

Complete the following information. The OIE advisor will use the information you provide to recommend your OPT. If you do not know the answer to the question, leave it blank and the advisor will assist you during the OPT session.

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of birth (mm/dd/yyyy): \_\_\_\_\_ Andrew ID: \_\_\_\_\_ Non-Andrew e-mail: \_\_\_\_\_

Address\*: \_\_\_\_\_  
(Street) (City) (State & Zip Code)

\*Address must also be updated in SIO! This does not have to be the address that you'll use to receive the EAD.

Check here if you have a secondary MAJOR or are in a dual degree program.

OPT Start Date: \_\_\_\_\_ OPT End Date: \_\_\_\_\_

Full-time or Part-time: \_\_\_\_\_ Passport Expiration (mm/dd/yyyy): \_\_\_\_\_

Check one: The work  WILL  WILL NOT directly relate to my field of study/degree program.

Have you applied for OPT before?:  No  Yes If yes, Educational Level  Bachelor's  Master's  PhD

I attended an OPT session on \_\_\_\_\_ (date) conducted by \_\_\_\_\_ (OIE advisor name)

#### To: Academic Advisor or Authorized Department Personnel

The above-named student is applying for permission to engage in employment for OPT as provided in the immigration regulations for F-1 students. OPT is employment in a job related to the student's field of study and is intended to enhance and supplement the formal, classroom education U.S. Immigration and Citizenship Services (USCIS) will authorize OPT.

- OIE must have a statement from the student's academic advisor indicating the date the student is expected to complete all degree requirements or the expected date of completion. The date of completion is not necessarily the end of the term or the graduation date, but the date all requirements for the degree are fulfilled.
- This date must accurately reflect the actual completion date of his/her program. **Students may not continue on-campus employment after the end date that you confirm below until they have an approved EAD card from USCIS.**
- PhD students are eligible to start OPT once they have passed qualifying exams. Completion date may be in the future.

Please complete the information below and return it to the student so we may process the student's request. Should you have any questions, call OIE at 412-268-5231.

**THIS INFORMATION MUST BE COMPLETED AND SIGNED BY THE ACADEMIC ADVISOR OR DEPARTMENT COORDINATOR, NOT BY THE STUDENT.**

This is to certify that \_\_\_\_\_ is expected to complete **all** requirements for the degree on  
(Student's name)

\_\_\_\_\_ and will receive the degree of \_\_\_\_\_ in the field or major of \_\_\_\_\_  
(Date: mm/dd/yyyy)\*actual completion-not end of month (Level) (Field of Study)

\_\_\_\_\_  
(Name of Academic Advisor or Authorized Department Personnel—Please Print)

\_\_\_\_\_  
(Signature of Academic Advisor or Authorized Department Personnel)

\_\_\_\_\_  
(Telephone Number and/or email address)

\_\_\_\_\_  
(Date)