

Optional Practical Training (OPT) Checklist and Recommendation Form

Please review all OPT requirements and processes at <https://www.oakland.edu/isso/employment> prior to completing this form.

Required documents to process OPT:

You must bring all of the following items listed below to your OPT appointment. If you do not have all documents upon arrival (including additional copy for our file), we will reschedule your appointment.

- ☐ Check payable to "Department of Homeland Security". For current I-765 fees please check www.uscis.gov/forms/our-fees. Check must have your name, current address and phone number.
- ☐ Two passport size photos. Print full name and SEVIS number on back of each photo. (SEVIS number found on top left of I-20, begins with N). Pictures can be taken at 149 Oakland Center (\$10).
- ☐ Completed Form I-765, signed in blue ink. Use an address that will not change for 3-4 months during OPT processing.
- ☐ Completed online form G-1145 (E-notification of application/petition acceptance)
- ☐ OPT F-1 Student recommendation Form signed by academic advisor (Undergraduate students) or Graduate Studies (Grad/PhD students)
- ☐ Official Academic transcript(s) - NOT AN ELECTRONIC VERSION. These can be requested through the Office of the Registrar: www.oakland.edu/registrar/records/transcripts
- ☐ Copy of last I-20. You do not need to print the instructional page of I-20 (page 3).
- ☐ I-94 Card, which must be printed out by going to <https://i94.cbp.dhs.gov/I94/#/home> Canadian citizens and visa holders who receive hard copies of I-94, please copy front and back.
- ☐ Copy of F-1 Visa stamp page in passport and a copy of photo passport page. If you have completed a change of status in the US, we will also need a copy of your approval notice.
- ☐ OPT Employer Information Report – This is only necessary for students who have a job offer at the time of application: <https://www.oakland.edu/Assets/Oakland/isso/files-and-documents/OPT%20EIR%209.26.2018.pdf>
- ☐ Complete the online Exit survey found under OPT packet on the ISSO website prior to your appointment and print out the confirmation page: www.oakland.edu/assets/oakland/isso/files-and-documents/OPT%20EIR%209.26.2018.pdf

Please note: When you are on OPT or OPT STEM, you are required to renew your travel signature on your I-20 every 6 months. If you plan on travelling, please visit the ISSO before you leave if a travel signature is required before you return.

1. THIS SECTION MUST BE COMPLETED BY THE STUDENT

This is to certify that:

Last Name:	First Name:
Student I.D. #: G00 -	

Please note that your Oakland email address will not be valid for the entire duration of your OPT. Please list your alternate preferred email address: _____

Check one:

☐ I am expected to complete all program requirements by the last day of classes OR

☐ I have graduated

in the following **SEMESTER**: YEAR _____ Fall ☐ Winter ☐ Summer 1 ☐ Summer 2 ☐
with a degree in this **MAJOR**: _____

Requested start date: ____/____/____

☐ **I confirm that all of the above information is accurate and I understand that any future changes must be reported to the ISSO in order to maintain F-1 Visa Status.**

Signature of the student: _____ Date: ____/____/____

2. THIS SECTION MUST BE COMPLETED BY THE ACADEMIC ADVISER OR DEPT HEAD

The student named above is applying for Optional Practical Training, as follows (check one):

☐ 1. All course requirements are expected to be completed by the last day of classes.

☐ 2. All course requirements are completed; thesis or dissertation is to be completed by ____/____/____

☐ 3. All course requirements and thesis or dissertation are completed.

☐ **I have reviewed the form and certify that the all of the above information is accurate.**

Name of Academic Adviser / Dept. Head: _____

Signature of Adviser: _____ Office Phone Extension: _____

3. THIS SECTION MUST BE COMPLETED BY GRADUATE STUDY (GRADUATE STUDENTS ONLY)

All Graduate Students Only – the Graduate Study Office must also review and sign this form:

Signature – Graduate Study Designee
(Located at 520 O'Dowd Hall)

_____/_____/_____
Date

Office Phone Ext.