INTERNATIONAL STUDENT & SCHOLAR SERVICES

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Optional Practical Training (OPT) Application Form

Please submit the following documents with your OPT Application:
1. ISSS 357 OPT Application (Page 1 + 2)
2. Form I-765
3. Full-time enrollment certification issued by the Registrar's Office, Wilbur Cross Building
4. POST COMPLETION OPT ONLY: Receipt showing payment of "12-Month OPT/AT Processing Fee"

Part I (To Be Completed by Student)

1. Name:_____   2. UConn ID # (7 digits): _____

3. Permanent E-mail address (non-UConn) that you will check regularly: _____

4. I am applying for:

☐ **Pre-Completion OPT – OPT that is done while working on degree**

> **Choose One:** ☐ *Part-time~up to 20 hours/week* **or** ☐ Full-time~*more than 20 hours/week – permitted only during official vacation term.*

☐ **Post-Completion OPT - OPT that begins after I finish degree**

☐ **OPT with Thesis Pending – Full time OPT taking place while working only on thesis/dissertation.**

> **Choose one:** ☐ *Thesis pending as Pre-OPT* **or** ☐ Thesis pending as Post-OPT*
>
> *Please meet with your ISSS advisor to determine which type of thesis pending OPT is best for you. Only PhD or Plan A Master's may choose this option.

5. OPT Start Date: _____ *(mm/dd/yy)*   OPT End Date: _____ *(mm/dd/yy)*

6. I understand that all OPT employment must be related to my course of study and appropriate to my degree level. My major field of study is: _____.

7. Please list any periods of **previously** authorized OPT or CPT (Please use backside if more space is needed).

Practical training (OPT, CPT, etc.)	Start/Ending dates	PT/FT (Part time/Full Time)	Degree	Major field of study

8. Do you currently have an on-campus job or GA/RA/TA?   ☐ Yes   ☐ No

9. If you have a GA/RA/TA, what is the end date listed in your offer letter? _____ (mm/dd/yyyy)

> *Please attach current GA/RA/TA offer letter to OPT application materials.*

I certify that the above information is correct, and that my employment on OPT will be related to my major field of study and appropriate for my current degree level.

_____   _____   _____
Student's Signature   Date   Phone Number

Part II (To Be Completed by the Student's Academic Advisor or Department Head)

ISSS must confirm the student's date or expected date of degree completion in order to issue the Form I-20 with accurate program completion date. Based on your answer below, we will set the program completion date of the I-20. The student must complete the degree program by the date listed below.

For advisors to graduate students: All international students have an immigration document called a Form I-20, which is maintained and updated by ISSS throughout a student's academic career. The Form I-20 lists the students program completion date, which should be consistent with the effective completion date listed in the Student Administration System (Peoplesoft). Per Graduate School definition, a Graduate Assistantship is part of a student's academic program. Therefore, if the student has a graduate assistantship in the final semester of their degree study, we will update the Program End Date on the Form I-20 to match the Graduate Assistantship contract end date. However, if the student requires a graduation earlier than the end of the academic term, we will update the Program End Date to the earlier date, and they must separate early from any on-campus employment in which they are engaged, including Graduate Assistantships.

Student's Degree Level (BS, MS, Ph.D. etc.):_____   Student's Academic Major: _____

Please select the option that best fits the student's completion plan:

Option 1: _____
Student will/did graduate at end of Fall/Spring/Summer term (circle one) in year: _____.
ISSS will update the student's Program End Date on the Form I-20 to the Last Day of Semester, or Last Day of Graduate Assistantship (if applicable).

Option 2: _____
Graduate student will seek an Alternate Completion Date.
Expected date of degree completion/date student completed degree: ____/____/_____

*ISSS will update student's I-20 to list the early graduation date, and **this will be the student's deadline to submit all degree requirements**. The student must separate from on-campus employment or Graduate Assistantship no later than this date.*

Option 3: _____
Graduate student will complete semester early due to enrollment in one or more Flex Courses.
Last day of flex course: ____/____/_____

*ISSS will update student's I-20 to list the early graduation date, and **this will be the student's deadline to submit all degree requirements**. The student must separate from on-campus employment or Graduate Assistantship no later than this date.*

Option 4: _____
Student is in a Plan B Master's program with exam degree requirement; exam offered only after last semester of coursework.
Date of exam: ____/____/_____

_____
Academic Advisor's Name   Department   Signature   Date