

**Auburn University**  
**International Student and Scholar Services**

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<http://www.auburn.edu/academic/international/iss/>

**Optional Practical Training (OPT) Request Form**

**Description**

Optional Practical Training (OPT) is off-campus employment authorization in a student's field of study for 12 months after completion of the academic program. F-1 students interested in applying for the OPT STEM 17-month Extension should go to the [ISSS website](#) for further details.

**Eligibility**

- The student must be in valid F-1 status at the time of application and have been in full-time status for one academic year preceding the application.
- The student must be in the final semester of their academic program, unless applying for pre-completion OPT.
- The student must have reviewed the [OPT Online Training](#) PowerPoint.
- The student must not have been approved for OPT for the same or higher education level.

**Process**

1. Review the [OPT Online Training](#) PowerPoint.
2. Submit the following documents to ISSS for review:
  - Complete the Optional Practical Training (OPT) Request Form
  - Completed USCIS [I-765 Form](#)
  - Completed USCIS [G-1145 Form](#) (optional)
  - 2 passport size photos (must meet [Department of State guidelines](#))
  - Check or money order for \$410.00, payable to Department of Homeland Security
  - Payment of the OIP International Student Fee - Submit a check or money order payable to Auburn University in the amount of \$390.00.
  - Copy of passport page(s) showing your picture, biographical information and expiration date
  - Copy of Change of Status I-797A Notice of Action (approval notice) if you changed status to F-1 inside the U.S. (if applicable)
  - Copy of F-1 visa
  - Copy of most recent [I-94](#)
  - Photocopy of previous EAD cards (if applicable)
  - Job offer letter (if applicable)
  - [Advisor letter of recommendation](#) - Must be printed on department letterhead (only needed if student has not graduated by the time of OPT application)
3. If approved, ISSS Advisor will issue two new I-20s (one for student, one for OPT application).
4. Mail all application materials with new signed I-20 with OPT recommendation to [USCIS](#).

**Application and Processing Timelines**

The earliest you can apply is 90 days before completion of studies and the latest you can apply is 60 days after graduation. ISSS strongly recommends you apply three months prior to your requested OPT start date to ensure timely processing of your Employment Authorization Document (EAD). You are not required to have a job offer in order to apply for OPT.

After completing all application materials, ISSS will send you notification when your OPT application materials are ready for pick up. You must mail your application to USCIS within 30 days. USCIS may take on average two to three months to process your application. You can check the status of your case once USCIS sends your application receipt (Notice of Action) to you. It generally takes two to three weeks after mailing your application to receive the receipt notice from USCIS. You can use the receipt number located on the receipt notice to check your application status online at the [USCIS website](#). Students may not begin work without receiving the **office** EAD card by mail.

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**Section 1: Application Information**

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_  
Banner ID: \_\_\_\_\_ SEVIS ID: \_\_\_\_\_  
AU Email: \_\_\_\_\_ Personal/Work Email: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Personal Phone #: \_\_\_\_\_  
Degree Level: \_\_\_\_\_ Major: \_\_\_\_\_

When is your expected date of completion of studies? Choose one of the options below and enter in date.

Undergraduate or non-thesis Graduate students' graduation date: \_\_\_\_\_

Ph.D. Students or Graduate thesis students have two options for completion of studies:

1. Date listed on Certificate of Completion: \_\_\_\_\_

2. Graduation Date: \_\_\_\_\_

Type of OPT Requested:  Pre-completion  Post-completion

Requested OPT Start Date: \_\_\_\_\_

Have you been authorized for full-time Curricular Practical Training (CPT) in the past?  Yes  No

Have you been approved for OPT before?  Yes  No

If previously approved for OPT, which degree level was is based?

Associates  Bachelors  Masters  Doctorate

Location of Optional Practical Training (if known at the time of application)

Employer Name: \_\_\_\_\_

Employer's Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Job Title: \_\_\_\_\_ Position Start Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Email : \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

Company EIN (Employer Identification Number): \_\_\_\_\_ Full Time or Part time? \_\_\_\_\_

How does this Job relate to your major?

## Section 2: Statement of Understanding

While on OPT you are considered to be in F-1 status and must follow the regulations in order to maintain your immigration status. There are several requirements that are particularly important for students on OPT. Please check the box of each statement below to confirm you have read and understand the requirements.

- USCIS Processing Time: I understand that it may take USCIS 90 days to process my EAD card and there is no way to expedite the application.
- Employment Start Date: I understand that I cannot work before I receive my EAD card in the mail from USCIS.
- Change of Address: I will notify ISSS with any changes to my current physical/home address. The regulations require that I notify ISSS within 10 day of the address change.
- Employer Information: I understand the regulations require me to notify ISSS with my employer's address. Once I have secured a job, I will update my employment by contacting my ISSS Advisor via email. I will also update my employment information when my situation changes (for example, if I am no longer working or when I start a new job). If you are unsure of whom your ISSS Advisor is, please contact the OIP Front Desk ([intledu@auburn.edu](mailto:intledu@auburn.edu)).
- Unemployment on OPT: I understand that international students on OPT can be unemployed for no more than 90 days during their OPT time period.
- School Transfer/Resume Full-Time Study: I understand that my authorization to engage in OPT is automatically terminated when I transfer to another school or begin study towards another degree program (even though the dates on the EAD card appear to still be valid). If I plan to transfer to another school or begin a new program, I will notify ISSS to transfer my records electronically to the new school.
- Change of Status: I understand if I change my immigration status (i.e. H-1B), I must contact my ISSS Advisor to provide proof of the change of status to keep my record updated. I will no longer have to abide by F-1 regulations once my change of status comes into effect.
- Travel: I understand that travel outside the U.S. while my OPT application is pending is strongly discouraged by ISSS. If I have an emergency situation that requires travel while my OPT is pending, I will contact an ISSS Advisor before doing so.
- Health Insurance: I understand that ISSS strongly encourages all students on OPT to maintain their health insurance. If my employer does not offer health insurance coverage, I may continue to purchase coverage through the AU Office of International Programs. For more information, please contact our Insurance Coordinators ([insurance@auburn.edu](mailto:insurance@auburn.edu)).
- Grace Period: I understand that within 60 days of the end of my OPT, I must either (a) exit the U.S., (b) apply to start a new program at school, or (c) change my immigration status.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_