



Please note several aspects of F-1 post-completion optional practical training (OPT)

1. A post-completion OPT may ONLY be filed **up to 90 days before** completion of studies and **up to 60 days after** completion of studies, and the OPT application must be received by USCIS within 30 days of the date the OPT I-20 is issued by DSO.
2. Employment authorization will begin on the date reflected on the **Employment Authorization Document (EAD)** issued by USCIS.
3. All students are required to update International Student and Scholar Services (I3S) of your name, address, employer's name and address, and any periods of unemployment while on OPT within **10 days** from moving/changing. Address can be updated through GoWMU and Employment is updated in your SEVIS portal.
4. Limited periods of unemployment to maintain status. (**Students may not accrue more than 90 days of unemployment** during any post-completion OPT carried out under the initial post-completion OPT authorization.)
5. Submit a copy of OPT card to I3S immediately upon your receipt.
6. While on OPT, your job should be directly related to your field of study and commensurate with your level of education.
7. **CHECK YOUR WMU EMAIL REGULARLY TO AVOID MISSING IMPORTANT INFORMATION FROM USCIS & WMU!**

Part I. Student Information

1. Student Name: _____ 2. WIN: _____ 3. SEVIS No.: _____
4. Date of Birth: _____ 5. City of Birth: _____
6. Degree: _____ 7. Major: _____ 8. Credits Remaining to Graduate: _____
9. Expected Date of Completion: _____ 10. Proposed OPT Start Date: _____ End Date: _____

Part II. Past Employment Information

11. List All Periods of Previous Authorized Employment for Practical Training (if applicable):

Curricular Practical Training	Optional Practical Training

Part III. Contact Information and Signatures *(please only fill out your designated section)*

Student	Academic Advisor/Department Chair
Name:	Name:
Address:	Department:
Phone:	Phone:
Signature:	Signature:
Email:	Email:
Date:	Date:
<i>By signing above, I agree that the information in Part I and Part II is correct. I also confirm it is my responsibility for timely and properly filing my OPT application with USCIS.</i>	<i>By signing above, I agree that the information in Part I is correct.</i>

Part IV. Instructions

Call (269) 387-5865 to sign up for an OPT workshop at I3S. Weekly OPT workshops are offered.
www.wmich.edu/immigration/workshops

Instructions and items needed to apply:

1. Completed and signed OPT request form
2. Submit online payment receipt for \$150 WMU Visa Service Fee to I3S along with the request form: <http://wmuhige25.securepayments.cardpointe.com/pay>
3. \$410 payable to the Department of Homeland Security (submitted online at time of application)
Note: As of April 1, 2024, filing fees will increase from \$410 to \$470 if filing online - \$410 to \$520 if filing by paper.
4. Copy of Arrival/departure record (I-94) (<http://www.cbp.gov/i94>)
5. Copy of passport and visa
6. One digital U.S. **passport-style** photo. Picture must be no more than **30 days** old upon submission. For more details regarding photos, see: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html>
7. Copies of previously approved OPT cards (front and back)
8. Copies of CPT approved I-20s (if applicable)
9. Prepare online account to submit I-765 application online <http://www.uscis.gov/i-765>
 - a. (c) (3) (B) is the code for post-completion OPT.
 - b. **DO NOT** submit your application until you have received your OPT Recommendation I-20 and have approval from DSO.

IMPORTANT REQUIREMENT: A Designated School Official (DSO) will review your status and *if* requirements are met, the DSO will generate an OPT I-20 recommending OPT. Once you receive the OPT recommendation I-20 you must file your OPT application during the filing window AND your OPT recommendation I-20 cannot be more than 30 days old.

It is the student's responsibility to timely and properly file the I-765 application.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (I3S)
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KALAMAZOO, MICHIGAN 49008-5246 ♦ (269) 387-5865 ♦ FAX (269) 387-5899