



**Division of Global Engagement (DGE)**

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E: [opt-cpt@louisiana.edu](mailto:opt-cpt@louisiana.edu)

W: [internationalaffairs.louisiana.edu](http://internationalaffairs.louisiana.edu)

## **Optional Practical Training (OPT) Undergraduate Application**

**Please complete the following information when turning in the application for OPT.**

**Name:** \_\_\_\_\_

**ULID:** \_\_\_\_\_ **SEVIS ID:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_  
(Area Code) Number

**Personal Email Address** \_\_\_\_\_

**Please submit the following documents along with your completed OPT application to the Division of Global Engagement:**

- [Form I-765](#) (Form MUST be typed)
- Copy of your [most recent I-94](#)
- Copy of picture page of visa only
- Copy of picture page of passport only
- Copy of I-20

**Remember, it is your RESPONSIBILITY to file the OPT application packet to USCIS online immediately once the Division of Global Engagement returns it to you including:**

- \$410 filing fee for I-765 to USCIS (credit/debit card)
- 2 X 2 inches passport style photographs (2 photos)



## Memorandum of Agreement

### A. While on post-completion OPT, an F-1 student must:

- Work in a position directly related to the degree and educational level your OPT is based on.
- Work for a minimum of 20 hours per week.
- Keep records of your employment or volunteer history such as hours worked, dates, pay stubs (if available), letters verifying employment/volunteer work, etc. to show that you maintained your F-1 OPT status.
- Report to your Designated School Official (DSO) via email at [opt-cpt@louisiana.edu](mailto:opt-cpt@louisiana.edu) within 10 days of new or a change in information regarding:
  - Legal name change
  - New/Change in residential or mailing address
  - New/Changes in employer, providing employer name and address
  - Loss of employment
  - Departing the U.S. and forfeiting the remainder of your OPT period

### B. Once approved for OPT, you CANNOT:

- Work in a position for any employer that is unrelated to your degree and educational level.
- Accrue more than 90 days unemployment time during the entire period of post-completion OPT (12-months).

**Please report all required information by emailing [opt-cpt@louisiana.edu](mailto:opt-cpt@louisiana.edu).**

***I have read and understood the above listed responsibilities, and I agree to follow all of the above listed requirements governing my F-1 OPT. I understand that I may be denied future immigration benefits if I fail to comply with the requirements during the OPT authorization period.***

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Student name (printed)

Student's Email Address (during OPT period)

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Student signature

Date

## Undergraduate Student Application for Optional Practical Training (OPT)

**Do NOT submit this OPT application to the Division of Global Engagement until after completing steps 1-8 (below):**

1. You have checked your most recent I-20 to verify that:
  - Your name is correctly listed and spelled. It should match your passport.
  - The major field of study matches your OPT request
  - The I-20 expiration date listed is **NOT** prior to your actual program completion date

***If any of the above items are not correct, you must request a correction to your I-20.***

2. You have filed for graduation.
3. You have downloaded the most recent version of this application and the I-765 form by going to our website: <https://internationalaffairs.louisiana.edu/>.
4. You have obtained all required departmental signatures on Page 5 of this OPT application.  
**The DGE is accepting electronic signatures on this application including the student's signature and advisor's signature.**
  - Students, please email this completed application to your academic advisor so they can electronically sign the form.
5. You have included your completed I-765 form.
6. You have checked that all forms included in this OPT application have been filled out in their entirety. Any missing information will result in delays in processing your OPT application.

## OPT Undergraduate Application

To be completed by the F-1 international student:

A. Name: \_\_\_\_\_  
(Last) (First) (Middle)

B. I am applying for OPT based on: a BS/BA in: \_\_\_\_\_  
(Major)

C. OPT authorization requested dates: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)

D. Have you ever had full-time CPT authorization for the same education level as your OPT request?  
 Yes  No

If YES, for which degree: \_\_\_\_\_

If YES, please list all dates for current education level: \_\_\_\_\_

E. Have you ever had OPT or OPT STEM authorization for any degree level?  Yes  No

*If you answered "YES" to this question, please submit a copy of your previous EAD card(s) with this application.*

If YES, for which degree(s) and level(s): \_\_\_\_\_

List all dates of OPT and OPT STEM at all levels: \_\_\_\_\_

F. Have you ever violated your F-1 status:  Yes  No

If YES, which semester (s): \_\_\_\_\_

If YES, my F-1 status was reinstated via:  Mailing reinstatement application to USCIS  Exiting the U.S. and reentering with a new I-20

If YES, date of reinstatement approval: \_\_\_\_\_ Date of reentry: \_\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)

While on OPT, you are required to report any changes to your name or residential address within 10 days. You are also required to report your employer's name and address as well as any future changes in employment (termination, lay-off, change of company) within 10 days of the employment or change in employment. You should report this information by emailing [opt-cpt@louisiana.edu](mailto:opt-cpt@louisiana.edu).

*By signing below, you, the F-1 student certify that all information on this application is true and correct. While on OPT, you are not authorized to register for classes in a secondary or new degree program. If you are pursuing a second degree, by signing below, you are verifying that you have informed the academic advisor and department head of your second degree program and that you will not be able to pursue any coursework in that degree while on OPT. If you do not complete the program that this OPT application is based on by the anticipated graduation date you have listed above, you must notify the Division of Global Engagement **immediately**.*

\_\_\_\_\_  
F-1's Student Signature

\_\_\_\_\_  
Date



## Division of Global Engagement Optional Practical Training (OPT) OPT Undergraduate Application

Name of Student: \_\_\_\_\_

ULID: \_\_\_\_\_ Major: \_\_\_\_\_

**Section below to be completed by academic advisor:**

**Note to academic advisor:** The international F-1 student named above is applying for Optional Practical Training (OPT) based on the major listed. In order to determine the above-named student's eligibility for OPT, we ask that you please completion the section below. If you have any questions regarding this section, please contact the Division of Global Engagement at [opt-cpt@louisiana.edu](mailto:opt-cpt@louisiana.edu).

This is to certify that \_\_\_\_\_ is expected to graduate with a  
*(Name of Student Applying for OPT)*

Bachelor's degree in \_\_\_\_\_ on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*(Major) Month Day Year*

\_\_\_\_\_  
*Academic Advisor's Name (printed) REQUIRED*

\_\_\_\_\_  
*Academic Advisor's Signature (REQUIRED)*

\_\_\_\_\_  
*Date of Signature (REQUIRED)*