

Division of Global Engagement (DGE) 620

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E: opt-cpt@louisiana.edu

W: https://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:

- \$470 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 is based on.	the degree and educational level your OPT
☐ Work for a minimum of 20 hours per	week.
	volunteer history such as hours worked, verifying employment/volunteer work, etc. to OPT status.
Report to your Designated School Of within 10 days of new or a change in	ficial (DSO) via email at opt-cpt@louisiana.edu information regarding:
 Legal name change New/Change in residential or maili New/Changes in employer, providi Loss of employment Departing the U.S. and forfeiting th 	ng employer name and address
B. Once approved for OPT, you CANNOTWork in a position for any employer th level.	: at is unrelated to your degree and educational
Accrue more than 90 days unemploym completion OPT (12-months).	ent time during the entire period of post-
	responsibilities, and I agree to follow all of the above understand that I may be denied future immigration
Student name (printed)	Student's Email Address (during OPT period)
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):

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)
${f B}_{f \cdot}$ I am applying for OPT based on: a BS/BA in	:	
		(Major)
C. OPT authorization requested dates: Start D	(mm/dd/yyyy)	End Date:(mm/dd/yyyy)
D. Have you ever had <u>full-time</u> CPT authorizat Yes No		
If YES, for which degree:		
If YES, please list all dates for current educ	cation level:	
${f E}_{f \cdot}$ Have you ever had OPT or OPT STEM autho	rization for any degre	ee level? Yes No
If you answered "YES" to this question, please s application.		
If YES, for which degree(s) and level(s):		
List all dates of OPT and OPT STEM at all le	evels:	
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 reinstatemen application to USCIS	t Exiting the U.S.and reentering with a new I-20
If YES, date of reinstatement approval:	Dat	e ofreentry:
(mm/dd/yyyy)	(mm/dd/yyyy)
While on OPT, you are required to report any chang also required to report your employer's name and a (termination, lay-off, change of company) within 10 report this information by emailing opt-cpt@louisia	address as well as any f days of the employme	uture changes in employment
By signing below, you, the F-1 student certify that of OPT, you are not authorized to register for classes second degree, by signing below, you are verifying head of your second degree program and that you on OPT. If you do not complete the program that the date you have listed above, you must notify the Division of the program of the program that the date you have listed above, you must notify the Division of the program	in a secondary or new of that you have informe will not be able to purs his OPT application is b	degree program. If you are pursuing a degree program. If you are pursuing a department sue any coursework in that degree while ased on by the anticipated graduation
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 com	pleted by academic advisor:	
Practical Training (OPT) be eligibility for OPT, we ask	r: The international F-1 student named ased on the major listed. In order to de that you please completion the section ease contact the Division of Global Engage.	etermine the above-named student's n below. If you have any questions
This is to certify that	(Name of Student Applying for OPT)	is expected to graduate with
	(manne of character ipprymig jor or ry	
Bachelor's degree in	(Major)	on// Month Day Yea
	Academic Advisor's Name (printed) RE	EQUIRED
	Academic Advisor's Signature (REQU i	IRED)
		·
	Date of Sianature (REOUIRED	o)