

Jones Hall 2nd floor rm. 200

Office of International Education

Tel: 940.898.3338

Fax: 940.898.2048

REQUEST FOR OPTIONAL PRACTICAL TRAINING (OPT)**DO NOT USE FOR OPT STEM EXTENSION**

Steps to apply for OPT:

1. Review the OPT PowerPoint on our website and take the OPT quiz. You must pass it before you can obtain an OPT I-20.
2. Submit this completed form to our office via fax, email, or in person. You will receive an email when your OPT I-20 is ready.
3. Make an appointment to see Valerie and complete the OPT application process.
4. Bring the documents below to our office.
5. **YOU WILL SEND THE OPT PACKET TO USCIS VIA FEDERAL EXPRESS.** The EAD card will be sent to our office and we will notify you when it arrives (usually 3 months). You may pick it up in person or we can send it to you.
6. **DO NOT** begin work until you receive the card from us.

Date: ___/___/___

TWU Student ID#: _____

Student Name: _____

Last Name

Given Name

Middle Name

Date you will complete your program (degree): ___/___/___

Start date for OPT: ___/___/___ (must be within 60 days of the date you complete your program)

BRING WITH YOU TO YOUR APPOINTMENT:

- Copy of current passport – must be valid
- Copy of visa - need not be valid
- Copy of I-94 (available electronically at www.i94.cbp.dhs.gov)
- 2 passport photos taken within the past 6 months (write your name on the back of the photos)
- Check or Money Order for \$410.00 payable to the U.S. Department of Homeland Security
- Copies of any previous EAD cards (Employment Authorization Document)