



Optional Practical Training Checklist

OVERVIEW: Optional Practical Training (OPT) is defined as authorization for temporary employment authorization directly related to the field of study. Application assistance by International Student Advisors at the Office of International Programs is required. Times reserved for OPT applications are by appointment by scheduling online at <https://www.montana.edu/scheduler/login/student/>

ELIGIBILITY AND GUIDELINES:

- You must be in F-1 status for at least 9 consecutive months.
- The employment must be directly related to your major.
- You may work anywhere in the United States.
- OPT permission is for 12 months of employment. Students are enrolled in the STEM major (Science, Technology, Engineering, and Mathematics) are eligible for 24 months extension (details provided separately).
- Employment must be full time (over 20 hours/week and up to 40 hours/week).
- You do not need a job offer before applying for OPT.
- OPT start date must be no later than 60 days after graduation (program completion).

Designated School Official	Student
Form I-765 to be filled out at OIP. The OIP address will be entered as a return address to ensure the card does not get lost	Bring all I-20's
SEVIS: Confirm major and address are correct	2 passport photos (taken within the last two months). Please print your full name on the back of the photos
SEVIS: Shorten program to current semester of completion	Passport with visa and entry stamp to download new I-94.
SEVIS: Recommend OPT	\$410.00 check or money order made payable to: Department of Homeland Security (do not abbreviate)
SEVIS: Print new I-20. One to send with request and one for student.	Copy of graduation application
Student File: On front put OPT dates	Mail to: USCIS Service Center P.O. Bos 21281 Phoenix, Arizona 85036 Envelope will be provided by an ISSS advisor
Make two copies of entire OPT packet for students file and one for student.	



Request Optional Practical Training (OPT)

Surname, First Name

SEVIS ID Number

Email

Student ID Number

Telephone Number

Have you ever participated in Curricular Practical Training?

Yes

No

What semester will you graduate?

Spring

Summer

Fall

Year _____

Requested OPT Start Date: _____

Please note that the normal processing times for OPT applications is 80-90 days. You should not choose a date that is less than 60 days away.

Please bring the following documents to your appointment:

1. Copy of your passport biographical page
2. Copy of your most recent U.S. Visa
3. An original check or money order, made out to: U.S. Department of Homeland Security for \$410
4. Copy of your I-94 printout
5. Two recent 2"x2" passport style photos, taken within the last 30 days with your full name written on the back in pen.
6. A copy of any previous EAD cards, if applicable
7. If you have a job offer letter, you may include it with your request