

OPTIONAL PRACTICAL TRAINING CERTIFICATION

East Tennessee State University
International Programs and Services
Phone: (423) 439-7737
Email: interntl@etsu.edu

I. To be completed by the student:

Name: _____ Student ID #: _____

Email: _____ Phone: _____

Level of Education: _____ Major: _____
(Bachelor's, Master's or Doctorate)

Dates can only be within 60-day Grace Period:

Beginning date for OPT: _____ Ending Date for OPT: _____

By signing below, I understand that:

- With Optional Practical Training (OPT), I must work in a position directly related to my major.
- I must request OPT prior to the completion of my course of study or within my 60-day Grace Period.
- I must not commence work until the United States Citizenship and Immigration Services (USCIS) approves my request **and** I have an Employment Authorization Document (EAD) in hand.
- I lose my practical training if I depart the United States after completion of studies but before having employment card in hand.
- While on OPT, I can depart and reenter the United States provided I have a valid passport, visa, endorsed I-20, EAD card and proof of employment.

Signature: _____

Date: _____

II. To be completed by the academic advisor or graduate coordinator:

The student who is listed above wishes to apply for Optional Practical Training (OPT). OPT provides authorization for F-1 visa students to be employed in a job related to their major field of study. A job offer is not required before the application. We ask that you complete the following information to allow us to recommend this student for OPT:

1. What is the expected date the student will complete all degree requirements?

_____ (mm/dd/yr)

(This date is not necessarily the graduation date. For graduate students it could be the date they defend or deposit their thesis.)

2. Graduate Students only: When will or has the student completed all course requirements?

_____ (mm/dd/yr)

(Course requirements would be classes required for students to attend in order to complete their degree. Usually, thesis or project hours are not considered course requirements; such hours might be considered degree requirements instead.)

Advisor/Coordinator Print/Type Name: _____

Advisor/Coordinator Phone: _____

Advisor/Coordinator Signature: _____ Date: _____