



Graduate School  
International Graduate Student Services

## OPTIONAL PRACTICAL TRAINING APPLICATION PACKET FOR F-1 STUDENTS

**Please print clearly.** Complete this sheet and return it with all of the required copies and forms. Review all instructions included before completing the forms.

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_ VT ID # (last 4 digits) \_\_\_\_\_

SEVIS # N \_\_\_\_\_ VT Email: \_\_\_\_\_ Local Phone Number: \_\_\_\_\_

Local Address: (address) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_

Current Enrollment (check one):  Master's Thesis  Master's non-Thesis  Doctorate Major: \_\_\_\_\_ Graduate Assistantship?  Yes  No

**Anticipated program completion date:** (Last Date of Semester for Non Thesis or Submission of ETD for Thesis/Dissertation) (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_  
Program completion date if you hold a Graduate Assistantship: May 15 (spring), December 24 (fall), August 15 (summer)

Please give us the following information about your dependents. Attach additional page if necessary.

Surname	Given Name	SEVIS #N	Date of Birth	Country of birth	Gender (M/F)	Relationship

### Application Checklist: (All copies must be SINGLE sided and NO Staples)

- I-765 (complete fillable pdf from [www.uscis.gov](http://www.uscis.gov), **sign in blue ink**)
- Recommendation Letter from Department (see attached sample)
- Two color photos (see attached instructions)
- OPT fee (\$410, make check payable to Department of Homeland Security)
- Copy Passport ID page, any extension pages, and visa page
- Copy of I-94
- I-20 Forms (copy pages 1&2 and/or 1&3 of current and ALL previous forms – Do not include a copy of the instructions page)

Dates of Proposed Practical Training: **Beginning** (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_ **Ending** (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_

### Certification:

By signing below, I certify that I understand it is my responsibility to mail the completed application to the appropriate USCIS office within 30 days of the date the I-20 was issued and that the processing time is approximately 3 months. I understand that I may NOT begin my employment until I receive the approved EAD card from USCIS and that USCIS will mail written confirmation of approval to the address on the I-765 form.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Return form and supporting documents to:  
**Graduate Students** – International Graduate Student Services, Graduate Life Center, 231-8486

### Office Use Only:

SHATERM  SZAHOLD  SFAREGQ  PWIEMPV Employment End Date \_\_\_\_/\_\_\_\_/\_\_\_\_  CPT \_\_\_\_\_  OPT \_\_\_\_\_