



International Relations & Brennan Center

Optional Practical Training Request Form

Information: OPT (Optional Practical Training) is a benefit of F-1 student status that allows you to work off-campus in your field of study to gain practical experience. Most students apply for post-completion OPT. After receiving your OPT I-20, you will need to send your complete OPT application with fee to the immigration agency USCIS (Citizenship and Immigration Services).

Instructions: Complete Parts I and II of the form, then send it to your Academic Advisor or Dean for Part III. Once Parts I to III have been completed, please email the completed form to sbeccari@niagara.edu to request an advisor appointment. For any questions, please see the Contact Information at the bottom of the form.

I. Student Information

Surname/Family Name: _____ Legal Given Name: _____

Preferred Name: _____ Pronouns: _____

Date of Birth: _____ mm/dd/yyyy

NU ID: _____ SEVIS ID: N _____

Current Mailing Address:

Street _____ Apt.# _____

City _____ State/Province _____ Zip Code _____

Contact Information:

Phone: _____

NU Email: _____

Other Email: _____

Best way to contact you after graduation from NU: _____

II. Optional Practical Training (OPT) Information

College of: _____ Major: _____

Education level: Bachelor Master

Have you ever been issued an EAD (*employment authorization document*) for OPT before? Yes No



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Enter your requested OPT dates

Your start date must be within 60 days following your I-20 program end date. If you are eligible for the full 12 months, your OPT end date is one year minus a day from the OPT start date. (Example: June 5, 2022 to June 4, 2023)

OPT Start Date: _____ mm/dd/yyyy

OPT End Date: _____ mm/dd/yyyy

I understand that I must be completed with my program of study prior to my OPT period to begin employment. I also understand that once I apply for OPT, I cannot change my requested OPT dates.

Student's Signature: _____ Date: _____

III. Status of Degree Completion (Completed by Academic Advisor or Dean's Office)

- Student's General Academic Standing: _____
(Good/Concerns/Probation)
- Current Semester: _____ / _____
FA/SP/SU Year
- Will all program requirements be met with successful completion of current semester courses, besides a thesis? Yes No
- GRADUATION DATE: _____ mm/dd/yyyy

Advisor or Dean (please print) _____ Phone # _____

Signature of Academic Advisor or Dean _____ Date _____



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IV. International Office Review (Completed during OPT Application meeting)

Which is the student applying for: Pre-completion OPT Post-Completion OPT

Student in FT F-1 status for 2 semesters or Cnd PTBC for 2 consecutive semesters? (current) Yes No

Did student participate in CPT for 365 days or more in current academic program? Yes No
If yes, student is not eligible to apply for OPT for this academic program. NOT ELIGIBLE

Was student already APPROVED for OPT at same academic level (AA, BA/BS, MA)? Yes No
If yes, how long was student APPROVED for OPT (or Pre-Completion OPT)? _____
If approved for 12 months, not eligible for more OPT at this level NOT ELIGIBLE
If less, can apply for portion of 12 months not already APPROVED: _____



Does the student qualify for OPT? Yes No
If yes, for how long?
Full 12 months Yes No Only remaining time: _____

* Signature: _____ Date: _____

Contact Information for International Relations & Brennan Center	
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