



LAWRENCE UNIVERSITY
APPLETON, WISCONSIN

Student Request for Optional Practical Training (OPT)

Family Name: _____ First Name: _____

Email: _____ Student ID#: _____

Permanent email you will still use 12 months from now: _____

Cell phone number you will still use 12 months from now: _____

Do you have family members currently in F-2 status? Yes No

Do you have a job offer yet for which you would use OPT? Yes No

If yes, do you wish to learn about expedited processing? Yes No

Address while on OPT (if known): _____

Have you previously been authorized for Curricular Practical Training (CPT)? Yes No

Have you previously been authorized for Optional Practical Training (OPT)? Yes No

Major Area(s) of Study: _____

Expected Date of Graduation: _____

Do you plan to travel outside the U.S. in the next four months? Yes No

OPT start date you are requesting: _____ OPT end date: _____

Employment Responsibilities

F-1 students authorized for OPT must:

- Be employed in a position directly related to the degree received from Lawrence University.
- Work a minimum of 21 hours a week or accrue days of unemployment.



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I acknowledge it is my responsibility to ensure that the employment I take while on OPT is directly related to the degree I will complete at Lawrence University and meets the minimum number of weekly hours required by the Code of Federal Regulations. Furthermore, I understand that if I exceed the maximum allowed days of unemployment, I must depart from the United States.

SEVIS/Immigration Reporting While on OPT

- Report changes to your name, residential address, and employment information to ISS within 10 days of the change. Updates must be submitted on-line at <http://go.lawrence.edu/10749>. You must change your address on Voyager AND notify the ISS advisor of any changes while authorized for OPT.
- Report termination of OPT employment to ISS. This includes changing to another employment status such as H-1B, attending school on another I-20, or OPT employment that ends before the end date on the EAD card. This information should be reported within 10 days of the change by emailing ISS at internationalhouse@lawrence.edu.

I acknowledge that it is my responsibility to report this information to the ISS or USCIS and that ISS is not responsible for attempting to collect the information if I fail to provide it within the 10-day deadline. I understand that my failure to provide the required information to the ISS within the 10-day deadline is a violation of my visa status and could cause problems between myself and the USCIS.

By signing I verify that the information provided on this form is complete and accurate to the best of my knowledge.

Student Signature: _____ Date: _____