

Revised June 2, 2015

*Center for International Education*  
**Optional Practical Training Checklist**

*Optional Practical Training (OPT) is generally defined as employment directly related to the student's field of study, for purposes of gaining practical experience. OPT is available to F-1 students who have been enrolled for at least one academic year. Students are eligible for up to 12 months of full-time OPT during a single level of education. OPT needs to be completed within 14 months after completing a course of study.*

**PART I**

- Have you been enrolled at CSU for at least one academic year?
- Does your advisor know you are interested in gaining practical experience in your field of study?

**PART II**

- Have you and your advisor completed the OPT Recommendation Form? (From Academic Advisor)
- Do you have a check or money order in the amount of \$410 made payable to U.S. Dept. of Homeland Security?
- Do you have two passport-sized color photos?
- Do you have a photocopy of your last EAD (only if you've had a previous OPT or Economic Hardship)?
- Do you have the following immigration documents: current & previous I-20's, passport, visa and I-94?
- Have you completed the I-765 form?

***Once you have completed and collected the necessary items, you must schedule an appointment with the International Student Coordinator in order to submit your application.***

**PLEASE COMPLETE INFORMATION BELOW**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_