



International Center
 219 University Center
 303 East Kearsley Street
 Flint, MI 48502-1950
 Email international-center@umflint.edu
 Phone: 810-762-0867 Fax: 810-762-0006

OPTIONAL PRACTICAL TRAINING

Steps for Applying for Optional Practical Training

YOU MUST APPLY FOR OPTIONAL PRACTICAL TRAINING (OPT) NO LATER THAN SIXTY (60) DAYS AFTER THE COMPLETION OF THE DEGREE AND NO SOONER THAN ONE HUNDRED AND TWENTY (120) DAYS PRIOR TO COMPLETION OF THE DEGREE.

1. Request letter from Registrar Office stating that you are in final stages of your academic program.
2. Submit the following to the International Center.
 - a. Letter from Registrar's Office ____
 - b. Current I-20 with unexpired completion date ____
 - c. Copies of passport and I-94 ____
 - d. Copies of your Visa ____
 - e. Check for \$340.00 (must be made out to United States Citizen and Immigration Services) ____
 (Application fee is subject to change. Please contact the ISC staff)
 - f. Two passport photos taken no later than 30 days before submission ____
 - g. Completed I-765 ____
 - h. Completed I-538 ____
3. Complete Signature Card ____
4. Place signature card, check and photos in envelope (DO NOT SEAL!)
5. If you had applied for OPT or any other employment authorization in the past, bring copies of EAD card or denial notices. ____

Name	Last	First	Middle initial
UMID	_____	UGrad	_____ Grad _____