Optional Practical Training (OPT) Request Overview and Request Form

WASHINGTON UNIVERSITY *of* VIRGINIA

Optional Practical Training (OPT) is a type of work available for eligible F-1 students after completing their degree programs. OPT provides practical work experience *that is directly related to a student's major area of study.*

- Student must be a valid F-1 who has **completed** all degree requirements before OPT begins. WUV has **post**-completion OPT only, and does **not** offer a **pre**-completion OPT.
- Students may engage in an OPT for up to 12 months **at each degree level.**
- Students **cannot** be granted multiple OPTs for the same educational level.
- Student must work at **least** 21 hours per week.

Requesting an OPT

Before applying to USCIS for work authorization, you must request from WUV an OPT Recommendation I-20. You can start the process up to **90 days before** your I-20 end date (early October - Fall and early March - Spring). The latest you can request and have your USCIS application received is at the end of your grace period - **60 days after** your I-20 end date.

It is recommended that a student fill out the WUV request form and apply *to USCIS to fit their employment plan timeline* because it may take 2 – 4 months for USCIS approval.

1) Confirm you are in your last semester and **have already applied for graduation.**
2) Confirm you have never done *12 months or more* of **full-time** CPT or never have done OPT at the same educational level. This includes CPT/OPT authorizations you received at other schools.
3) Satisfy all WUV financial obligations and return any library books.

4) Read this information and get the request form at **wuv.edu/opt** or in the MyWUV system.
5) Read, complete, and sign the OPT Application Form and submit it to **registrar@wuv.edu**
6) Pay the $100 non-refundable fee through the MyWUV system.
7) After you have requested, paid for, and received your OPT I-20 recommendation, you must apply to USCIS **within 30 days**. See email from DSO for more information regarding: (1) the USCIS application, (2) actions to take while waiting for a decision, and (3) your responsibilities after OPT approval.

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Instructions to Request an OPT Recommendation are on our website wuv.edu/opt
To start the OPT process, you must get an OPT Recommendation I-20 from WUV.
Then, you will apply to USCIS with that I-20 and other documents.
Fill out this form and send it to the **Registrar's Office.**
Once you pay the request fee, the updated OPT I-20 will be sent to your WUV email within 5 business days.

TO BE FILLED OUT BY STUDENT

Student ID	Name	Program
DOB (mm/dd/yy)	E-mail	Contact Number

1. When will you complete your program? ☐ May 31, 20____ (Year) ☐ December 31, 20____ (Year)

Your I-20 will be shortened to reflect this date if it does not coincide with what is currently printed on your I-20.

2. What are your Requested Dates of OPT? START: _____ (mm/dd/yyyy) END: _____ (mm/dd/yyyy)

- Requested **OPT start date** must be 1 to 60 days after the program end date listed above(grace period).
- Requested **OPT end date** must be exactly one year after requested start date.(minus one day)
  For example, START = January 10, 2026 / END = January 09, 2027
- These dates could change based on USCIS approval dates.
- OPT employment must be 21 or more hours per week (full-time)

3. Have you ever taken full-time CPT at your current educational level for a total of 12 months or more at any school?

☐ Yes ☐ No

4. Do you already have a Social Security Number / Card?

☐ Yes ☐ No

YOU MUST AGREE TO ALL OF THE FOLLOWING BY CHECKING EACH BOX.
THEN SIGN AND DATE IT AND SEND IT TO THE REGISTRAR.

☐ I have read and I understand the OPT information given to me by the Registrar and/or DSO.
☐ I will apply to **USCIS WITHIN 30DAYS OF MY OPT I-20 ISSUE DATE** or my OPT will likely be denied.
☐ I agree to provide a copy of my EAD and employment information (job offer letter) **no later than** 90days after EAD approval, or within 10 days of receiving it.
☐ I agree to update any employment info, personal info, address change, or status change within 10days.

Student Signature: _____ Date: _____