



Dartmouth College \* Hanover • New Hampshire \* 03755

The International Office at 44 North College Street Suite 6202

Telephone: (603) 646.3474 \* Fax: (603) 646.1616 \* Email: [International.Office@dartmouth.edu](mailto:International.Office@dartmouth.edu)

Blitz Bulletin: "International" \* Web address: <http://www.dartmouth.edu/~intl>

**Request for F-1 Optional Practical Training (OPT)**

Name of student: \_\_\_\_\_ Date submitted: \_\_\_\_\_

\_\_\_\_ Pre-completion OPT    \_\_\_\_ Post-completion OPT    \_\_\_\_ 17-month OPT extension

*For additional OPT instructions please refer to the handout "Optional Practical Training-F-1 Student Off-Campus Employment Authorization Application Procedures" available from the International Office, or available at: <http://www.dartmouth.edu/~intl/updates/f1/optional.html>*

**Please submit the following required documents to the International Office:**

- \_\_\_\_ This **completed** checklist
- \_\_\_\_ Completed OPT Application Form
- \_\_\_\_ Completed I-765 Form (<http://www.uscis.gov/files/form/I-765.pdf>)

**NOTE: Packets not completed in full, and organized as instructed, will NOT be accepted.**

**Please assemble 3 packets of the copies below, in order listed, WITHOUT staples**

- \_\_\_\_ Copies (front and back) of all current and previous I-20 forms from your current degree program in chronological order, most recent first, and from any previous schools you have attended.
- \_\_\_\_ Copies (front and back) of I-94 card
- \_\_\_\_ Copies of the identification and photo page of your passport (include extension validity annotation if applicable)
- \_\_\_\_ Copies of any prior OPT work cards (EAD) if you have used OPT previously
- \_\_\_\_ Copy of your F-1 visa page in passport (not applicable to Canadians)
- \_\_\_\_ For 17 month OPT extension applications **ONLY**, copies of your degree certificate, with translation to English if needed, and transcripts

**Note:** You will be contacted by the International Office once your OPT application is available for collection.

Please see <http://www.dartmouth.edu/~intl/updates/f1/optional.html> for further information.

**International Office Use Only:**

- \_\_\_\_ Initial verification by: \_\_\_\_\_ Date: \_\_\_\_\_
- \_\_\_\_ File pulled
- \_\_\_\_ Banner check done to verify current enrollment
- \_\_\_\_ fsa check done to verify personal and visa information
- \_\_\_\_ SEVIS check on status / OPT I-20 form issued
- \_\_\_\_ Advisor initials: \_\_\_\_\_ Date: \_\_\_\_\_
- \_\_\_\_ fsa data entry done On (Date): \_\_\_\_\_ by: (Initials) \_\_\_\_\_