

OPTIONAL PRACTICAL TRAINING CHECKLIST
Academic Adviser Certification for International Students Requesting OPT

STUDENT COMPLETES:

Name of Student: _____
(Family/Last Name) (Given/First Name) (Signature) (Date)

Student Tech ID: _____ Fall Spring _____ Year (A new form required each Semester)

Student's Local Phone Number: _____ Current I-20 End Date: _____
(Month Day Year)

PLEASE ATTACH:

- Unofficial transcript
- Completed form I-765 (<http://www.forms.gov>)
- Letter from Advisor/Registrar for OPT recommendation
- Check for I-765 fee made payable to US CIS (put your I-94 # on your check)
- Copy of most recent I-20
- Photocopy of I-94 card - both sides
- Two photos of yourself
- Photocopies of any previous EAD card(s), if issued
- A government issued ID

ISO OFFICE:

- Passport expiration date _____
- Update SEVIS database and recommend OPT on SEVIS I-20
- Seal original SEVIS I-20, photocopy all application materials for student's file
- Two copies of SEVIS I-20
- Staple together one copy of each of the above to this checklist and place in the student's folder
- Second photocopy of SEVIS I-20 is attached to the paperwork for student to mail to Nebraska
- Return original I-20 for student to keep by signing the bottom of Page 1
- Put copy in the file
- Have student fill out an EXIT FORM
- Completes "Data Change Sheet"

Student will pick up on _____

Student Signature: _____

International student advisor: _____