Supplemental Information for Optional Practical Training: SEVIS

Complete and return to the Kearney International Center — CSU250

Name: ____________________________  ____________________________  ____________________________
LAST (CAPS)   First   Middle

Tech ID: ____________________________

Current Address (where you are currently residing):

Mailing Address (include Apt. # and/or P.O. Box as applicable)  City and State  ZIP Code

IMPORTANT: Always update your current address at the Campus Hub, CSU117

List Future Address if Known:

Mailing Address (include Apt. # and/or P.O. Box as applicable)  City and State  ZIP Code

The Kearney International Center would like to keep an address list to send announcement updates (for example, Visa lottery, international information, alumni gatherings, etc. If you do NOT wish to be on our email list, check here ☐.

List non-MSU email address, so we can reach you after graduation.

Email Address  Other Email Addresses

Describe the proposed employment for practical training:

☐ A position in the field of (major) ____________________________

OPT Dates:

☐ Full-Time upon completion of studies, on your graduation day for undergraduates and/or when a graduate student has completed all course requirements for a Master’s Degree except on their thesis or alternative plan paper.

☐ Full-time during summer vacation period practical training

☐ Part time during academic year (work up to 20 hours and must maintain full-time status) undergraduate or graduate status. Full-time enrollment for the preceding nine (9) months is required and the student must plan to register full-time next term.

Beginning Date: _________ / _________ / _________ (mm/dd/yy) as you wish to have on the EAD—OPT Card

*Beginning date must be a date between your graduation date and 60 days after

Ending Date: _________ / _________ / _________ (mm/dd/yy)

*MAXIMUM end date is 1 year from the beginning date

Current Semester Course Load Registration (circle): Full-time  OR  Part Time

If less than full-time, Reduced Course Load Form completed and filed (circle): Yes  /  No  /  Not Applicable

List ALL periods of previously authorized employment training.

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<thead>
<tr>
<th></th>
<th>Start Date</th>
<th>End Date</th>
<th>Additional Dates if applicable</th>
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<tbody>
<tr>
<td>Economic Hardship</td>
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<td>Curricular Practical Training</td>
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<td>Optional Practical Training</td>
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Staff/Brochures/OPT Folder/Supplemental Sheet

April 2013
If applying for post-completion OPT, the following information is REQUIRED to confirm your anticipated degree completion.

Student Completes Steps 1-4

1. Degree Expected:__________________

2. Major or Field of Study:__________________

3. Graduation Confirmation Date:__________________ (Undergraduate (UG) Student) OR Date of Scheduled APP/Thesis Defense or Project Completion:___________________ (Graduate Student)

4. Turn in to the Kearney International Center (CSU250) along with one (1) of the following options:
   - Provide a letter on the department letterhead confirming the information above.
   - Provide the information above which has been completed by the person checked (below).
   Or provide an evaluated application for graduation with:
     - Copy of your unofficial transcript
     - Date of response that the application for graduation was evaluated.

Only One Person Below Is Required

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<tr>
<th>Relationship to Student</th>
<th>Name</th>
<th>Phone #</th>
<th>MSU Ext.</th>
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<tbody>
<tr>
<td>Student’s Academic Adviser</td>
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<td>Registrar’s Office for UG</td>
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<td>Department Chair</td>
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<td>Graduate Studies for master/doctoral degree</td>
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<td>Other: ( )</td>
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Signature to confirm graduation date listed above

___________________________________________  __________/________/____
Signature of the Representative Above  Date

International Center Use Only

STUDENT
____ Date provided OPT materials to International Center

IC STAFF CHECKS
Student is OPT eligible:  ____ Enrolled full time or RCL  ____ No holds  ____ Passport is valid  ____ F1 status 9 mos.
____ Check previous CPT/OPT dates  ____ Check accuracy of I-765 including a match of address

IC STAFF UPDATES SEVIS DATABASE
______ Shorten I-20 end date in SEVIS if needed
______ Date recommended OPT in SEVIS
______ IC prints I-20 and signs #10 on page 1 of the I-20 and signs page 3 of the I-20

IC FRONT DESK PROCESSES
____ Have student sign and date original I-20
____ Make copy only of original I-20 with OPT recommendation and I-765; keep this supplemental sheet to be scanned with copies
____ Return original I-20 and inform student to make own copy of I-20, I-94, passport
____ Put a hold (0058) to begin on the start date of OPT and end with a 9999. You can find these dates on page 3 of the new I-20
____ Front Desk will enter non-MSU e-mail address of the student to N:\IC\ISSS\OPT\OPT Email Addresses\Copy of OPT-CPT-EH Email Addresses

International Center - COMMENTS/NOTES BELOW:

___________________________________________________________________