

RADFORD UNIVERSITY

McGlothlin Center for Global Education and Engagement

OPTIONAL PRACTICAL TRAINING (OPT)

Application Process

For more information about OPT, please contact the International Student Advisor at the McGlothlin Center for Global Education and Engagement by calling (540) 831-6200 or emailing gloaled@radford.edu.

Required Documents

1. Completed "OPT Authorization Request Form" included in this packet.
2. Complete the USCIS [Form G-1145](#).
3. Complete the USCIS [Form I-765](#).
 - a. For the mailing address in Part 2, use the McGlothlin Center for Global Education and Engagement address:

Radford University
McGlothlin Center for Global Education and Engagement
PO Box 7002
Radford, VA 24142
 - b. Do not complete Question 27 or Question 28 until you meet with the International Student Advisor.
4. Two (2) passport-sized pictures.
 - a. You can have these photos done in our office while you come for your appointment. Please write your name on the back of the pictures as well as your I-94 number. Photos must not be more than 30 days old.
5. Copy of your [I-94](#).
6. Copy of your passport page that shows your picture and personal information.
7. Copy of your visa.
8. Copy of the first and last pages of your OPT I-20 (provided by the International Student Advisor).
9. Copy of any previous Employment Authorization Documents (EADs) issued to you.
10. Check or money order in the amount of USD\$410 and payable to "U.S. Department of Homeland Security". You may also pay with a [credit card](#).

When ready, do not mail your application. Please contact the International Student Advisor for next steps.

Important Notes

- Your receipt notice will come within 30 days of USCIS receiving your application. You can track the status of your application in the [USCIS website](#) (with your receipt number).
- Approval/denial should come within 90 days of mailing your application packet.
- **DO NOT TRAVEL OUT OF THE COUNTRY** while your OPT application is pending.
- **YOU MAY NOT BEGIN WORKING UNTIL YOU RECEIVE YOUR EAD CARD (LOOK AT THE DATE ON THE CARD)!**

When ready, please submit all paperwork to:

International Student Advisor
McGlothlin Center for Global Education and Engagement
Cook Hall #105
Email: gloaled@radford.edu

OPTIONAL PRACTICAL TRAINING (OPT) AUTHORIZATION REQUEST FORM

To Be Completed By the Student:

Name: _____

E-mail: _____ Phone: _____

Have you already been offered a position and have you accepted that position? YES NO

If YES, bring a copy of your offer letter to the OPT appointment.

Start Date of OPT: _____ (MM/DD/YYYY) End Date of OPT: _____ (MM/DD/YYYY)

Type of OPT Requested: Pre-Completion OPT Post-Completion OPT

Student's Signature: _____ Date: _____ (MM/DD/YYYY)

To Be Completed By the Academic Advisor:

Expected Date of Completion of All Degree Requirements: _____ (MM/DD/YYYY)

I, as the above-named student's academic advisor, confirm that, barring unforeseen circumstances, the student will complete all degree requirements on the above noted date.

Academic Advisor Signature: _____

Academic Advisor Name: _____ Date: _____

To Be Completed By the Registrar's Office:

Expected Date of Completion of All Degree Requirements: _____ (MM/DD/YYYY)

I, as a representative of the Registrar's Office, confirm that, barring unforeseen circumstances, the student will complete all degree requirements on the above noted date.

Registrar's Office Representative Signature: _____

Registrar's Office Representative Name: _____ Date: _____

FOR MCGEE OFFICE USE ONLY

Request: Approved Denied

Reviewed By: _____

Date: _____