



International Students & Scholars Office  
 Lewis Global Studies Center, Wright Hall 125  
 Northampton, MA 01063  
[interstu@smith.edu](mailto:interstu@smith.edu)  
 tel: +1 (413) 585-4905 fax: +1 (413) 585-4982

### Optional Practical Training Request (OPT)

#### 1. Student s Information

Family Name:	Given Name:	Smith ID Number:
Degree Level (Bachelor's, Master's, etc):	Major(s):	(Anticipated) Date of Graduation:
US Phone Number:	Personal email Address:	Most recent I-94 #:

#### 2. Request Details

Requested OPT Start Date (MM/DD/YY):	Requested OPT End Date (MM/DD/YY):
Dates of previous CPT or OPT:	I am requesting OPT for: <input type="checkbox"/> Pre-Completion OPT <input type="checkbox"/> STEM Extension OPT <input type="checkbox"/> Post-Completion Standard OPT
Please explain your plans for employment and how it is related to your degree:	

#### 3. Employer Details (if applicable)

Employer Name:	Employer Street Address:	Position Start Date (MM/DD/YY):
Position Title	Employer City, State, Postal Code	Position End Date, if known (MM/DD/YY):

#### 4. Certification

I have attended an OPT Information Session provided by International Students & Scholar Services:

No

Yes

I understand that in order to maintain my F-1 non-immigrant status, I must:

- Work in my field of study during OPT.
- Report each employer, address, job title, and dates of employment to Smith ISSO within 10 days. STEM OPT: Confirm eVerify status and submit Form I-983 for every new employer/position.
- Report any periods of unemployment within 10 days of the end of my previous job.
- Accrue no more than 90 days of unemployment during my OPT authorization period. Automatic termination of my SEVIS record will happen if I do not report employment for 90 days consecutively. STEM OPT: Accrue no more than 150 days of unemployment total between Standard and STEM OPT periods.
- Report address, telephone or email changes within 10 days (in the U.S. and in your home country) to Smith ISSO.
- Delay working until I have received my Employment Authorization Document and the start date has arrived (for Standard OPT only).
- While my OPT application is pending, first consult with Smith ISSO before planning any travel outside of the United States.
- Inform Smith ISSO if I plan to leave to the U.S. (for vacation or permanently).
- Obtain a new travel signature for travel within 6 months of planned return to US.

Failure to comply may result in the termination of your SEVIS record.

I understand that it is my responsibility to check the accuracy of my documents and that Smith International Students & Scholars Office cannot be held responsible for any errors or omissions in regard to the OPT application.

**Student Signature:** \_\_\_\_\_                      **ISSO Adviser Signature:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_                      **ISSO Adviser Name & Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_                      **Date:** \_\_\_\_\_