



**Optional Practical Training (OPT) Recommendation Form**

**To the Student:** Complete the following information.

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Y Number: \_\_\_\_\_

Non-YSU e-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street # and Name) (City) (State & Zip Code)

Check here if you have a secondary MAJOR.

OPT Start Date: \_\_\_\_\_ OPT End Date: \_\_\_\_\_

Have you applied for OPT before?:  No  Yes If yes, at what educational Level:  Bachelor's  Master's  PhD

I attended an OPT session on \_\_\_\_\_ Student Signature: \_\_\_\_\_

**To: Academic Advisor or Authorized Department Personnel**

The above-named student is applying for permission to engage in employment for OPT as provided in the immigration regulations for F-1 students. OPT is employment in a job related to the student's field of study and is intended to enhance and supplement the formal, classroom education. U.S. Immigration and Citizenship Services (USCIS) will authorize OPT.

- IPO must have a statement from the student's academic advisor indicating the date the student is expected to complete all degree requirements. The date of completion is not necessarily the end of the term or the graduation date, but the date by which all requirements for the degree program are expected to be fulfilled.
- PhD students are eligible to start OPT once they have passed qualifying exams. Completion date may be in the future.

Please complete the information below and return it to the student so we may process the student's request. Should you have any questions, please call IPO at 330-941-2336.

**The information below must be completed and signed by the academic advisor, not by the student.**

This is to certify that the student listed above is expected to complete all requirements for the degree on

\_\_\_\_\_ and will receive the degree of \_\_\_\_\_ in the field/major of \_\_\_\_\_  
(Date: mm/dd/yyyy) (Level) (Field of Study)

\_\_\_\_\_  
(Printed name of Academic Advisor)

\_\_\_\_\_  
(Signature of Academic Advisor)

\_\_\_\_\_  
(Telephone Number and/or email address)

\_\_\_\_\_  
(Date)



**12-month Optional Practical Training (OPT) Attestation**

**Initial each box to indicate that you have read and understood each item.**

**I certify that:**

I understand that all work during the OPT period must be directly related to my level and field of study at Youngstown State University.

I am aware of the timelines to apply for OPT and understand that if I do not adhere to these timelines, my OPT application will be denied.

USCIS must receive your application:

- No more than 90 days before your program completion date
- No more than 60 days after your program completion date
- Within 30 days of receiving your I-20 with OPT recommendation

I understand that I must report any address or employment change within 10 days using one of the following two reporting portals;  
[SEVP reporting portal](#) - This portal allows you to update SEVIS directly.  
[YSU OPT reporting portal](#) - Upon updating this portal, IPO will update the information in SEVIS on your behalf.

I understand that I cannot begin working until I receive the physical copy of the EAD card and am within the start and end dates printed on the card.

I understand that during my 12-month period of OPT, I cannot be unemployed for more than 90 days. If unemployed for more than 90 days, I understand that my SEVIS record will be terminated.

If traveling internationally, I will make a timely request for an IPO travel signature on my I-20 (at least one week before traveling outside the U.S.). To request the signature, I will email IPO ([iss@ysu.edu](mailto:iss@ysu.edu)) for next steps.

If my immigration status changes, I will notify IPO by providing IPO with a copy of my I-94 showing my new status so that my F-1 SEVIS record can be properly updated.

I will always provide a current email address to IPO and I will read IPO emails carefully to ensure that I am aware of any changes pertaining to my immigration status.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date