SOUTH DAKOTA MINES

OPTIONAL PRACTICAL TRAINING (OPT) REQUEST FORM

Student Name: _____ _____
(LAST) (FIRST)

Student ID: _____Level of Study (BS, MS, PHD)_____

Degree program: _____

Email: _____
(***not*** *South Dakota Mines email; please use your personal email; this is for USCIS purposes)*

STEP 1: Student must complete **Section 1**

SECTION 1

1. Your expected graduation date: _____Month _____Year
2. Do you have a job offer? _____Yes _____No

a. If yes, please provide a copy of your offer letter with your OPT application packet

3. I am requesting to begin Optional Practical Training (OPT): _____ _____
(Must begin with 60 days of your completion date) MM/DD/YYYY (begin) MM/DD/YYYY (end)

Master's/Doctoral Students only

- Are you taking oral and written exams?_____ Yes _____No
  - If yes, when? **Written**: _____Month _____Year **Oral**: _____Month _____Year
- Is this period of practical training intended to be prior to completion of studies (coursework completed, but working on thesis or non-thesis option) or after completion of studies? _____Before _____After

STEP 2: Academic Department Advisor/Major Professor must complete and sign

1. Is the above information accurate and/or realistic? YES____ NO____
2. Is the student on academic probation? YES____ NO____
3. Is there anything that may delay the student's completion date? YES____ NO____
4. Should the student be recommended for practical training beginning on the above date? (In case of delay in the student's program of study, there is no procedure for rescinding the practical training once it has been approved by the USCIS.) YES____ NO____
5. Is there any reason that the student should not be recommended for practical training?

Professor/Advisors Name (printed) **Signature of Professor/Advisor*** **Date**

We accept electronic signatures.

STEP 3: Once completed, send to international@sdsmt.edu to complete the OPT I-20.