



Request for Optional Practical Training (OPT) Recommendation

Students attending Midwestern University with an F-1 visa, and who have completed a full year of study, may request that the university recommend them for off-campus Optional Practical Training directly related to their field of study. On campus employment is not subject to OPT requirements.

Student Information (name must exactly match your passport)			
Family (Last) Name	Given (First) Name	Middle Name	Student ID Number
Program of Study			Class Level <input type="checkbox"/> 1 st Year <input type="checkbox"/> 4 th Year <input type="checkbox"/> 2 nd Year <input type="checkbox"/> 5 th Year <input type="checkbox"/> 3 rd Year

Students may request up to 12 months (52 weeks) of OPT in total during their master's or doctoral studies.

Requested Dates for OPT	
Requested Start Date	Requested End Date

Option for Pre-Completion OPT
<input type="checkbox"/> Check this box if you are requesting Pre-Completion OPT
Pre-Completion OPT Employment Type <input type="checkbox"/> <i>Part Time (Select this if you will be working while school is in session. Work is limited to 20 hours per week except during school breaks.)</i> <input type="checkbox"/> <i>Full Time (Select this if you will be working ONLY during a school break. You must work at least 20 hours per week.)</i>
<p>NOTE: For every <i>two months of part time</i> or every <i>one month of full time</i> Pre-Completion OPT used, available full time Post-Completion OPT is reduced by one month. Time does not need to be used in a single request, although each request will require separate authorization and new Employment Authorization Document.</p>

Before beginning OPT employment, the student must apply for and receive an Employment Authorization Document (EAD) and U.S. Social Security Number.

Apply for an EAD at www.uscis.gov/i-765. Indicate below if you do not have a Social Security Number.

Certification of Request		
I certify the information provided on this form is correct and complete. I will submit a <i>Designation of OPT Employer</i> form (next page) prior to beginning employment.		<input type="checkbox"/> <i>I do not have a U.S. Social Security Number</i>
Name of Student	Signature	Date

Email your completed form to the campus you attend:

Downers Grove Campus:
ilinternational@midwestern.edu

Glendale Campus:
azinternational@midwestern.edu

Retain original signed form for your records.