



## Optional Practical Training (OPT)

### New Orleans Baptist Theological Seminary | Leavell College

Optional Practical Training (OPT) is a temporary employment option for F-1 students. The student's OPT must directly correspond to the student's major area of study. Students may participate in pre-completion OPT or post-completion OPT. A Social Security Number (SSN) is required to work in the United States. If you need help applying for a SSN, contact the P/DSO. Additionally, students applying for OPT will need Employment Authorization from the U.S. Citizenship and Immigration Services (USCIS). Students are not permitted to work prior to receiving a SSN, Employment Authorization Document (EAD), or authorization from the P/DSO. Working without prior authorization will result in the loss of F-1 status, as you will be considered illegally employed. **Please contact the P/DSO if you have any concerns about maintaining F-1 visa requirements.**

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#### Eligibility Requirements for OPT

- Applicants must be considered in status of their student visa and have completed a full academic year as a full-time student before they are considered eligible to apply.
  - Students who have completed a full year of Curricular Practical Training (CPT) in a full-time position are not eligible for OPT.
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#### OPT Application Process

- Complete the OPT Application Form and submit it to the P/DSO. Section 1 is to be completed by the student, Sections 2 and 3 are to be completed by the student's employer/supervisor.
  - Obtain an Employment Verification Letter and submit it to the P/DSO. This is separate from the OPT Application Form, but has much of the same information.
  - Complete Form I-765 "Application for Employment Authorization". This can be completed as a paper copy or online at <https://www.uscis.gov/i-765>. The filing fee for Form I-765 is \$410 (as of 2023). In addition to Form I-765, you will need to submit the following:
    - A copy of your Form I-20 document signed by your P/DSO within 30 days before filing Form I-765
    - Any evidence of previous CPT or OPT and the academic level for which it was authorized
    - A copy of your Form I-94 Arrival/Departure Record
    - A copy of your passport or other travel documents
    - A copy of your last Employment Authorization Document (EAD), if applicable
    - Two identical passport-style photos
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#### Employment Verification Letter Requirements

- Name of employer and Employer Identification Number (EIN)
  - Address, email, and phone number of the internship location
  - Name of supervisor, their title, phone number, and email
  - Start and end dates of the internship (must be exact dates)
  - Details about your internship (position/job title and job description)
  - Amount of hours that will be worked each week (part-time or full-time); part-time is considered to be 20 hours or less per week and full-time is considered to be over 20 hours per week
  - Date and signature of your supervisor
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#### Additional Information

- Pre-completion OPT applicants may apply up to 90 days before completing a full academic year. However, OPT may not begin until the completion of one full academic year.
- Post-completion OPT applicants may apply up to 90 days before degree completion, but no later than 60 days after degree completion.
- No one may begin their OPT until their Form I-765 has been approved and they have received their Employment Authorization Document (EAD).
- For help completing and filing Form I-765, visit the U.S. Citizenship and Immigration Services website at [www.uscis.gov/forms/filing-guidance/tips-for-filing-forms-by-mail](https://www.uscis.gov/forms/filing-guidance/tips-for-filing-forms-by-mail).



**Optional Practical Training Application Form**  
**New Orleans Baptist Theological Seminary | Leavell College**

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**Section 1: To be Completed by Student**

**Name** \_\_\_\_\_  
Family/Last Name                      First Name (as shown on passport)                      Middle Name (if applicable)

**NOBTS Student ID#** \_\_\_\_\_ **SEVIS ID#** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Current U.S. Address** \_\_\_\_\_  
Street Name and Apartment Number OR Dormitory Room Number (CANNOT USE PO BOX #)

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Current Degree** \_\_\_\_\_ **Semesters Completed for Current Degree** \_\_\_\_\_

**Do you have a Social Security Card and Number?**  Yes  No

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**Section 2: To be Completed by Student's Employer/Supervisor**

**Employer Information**

**Employer's Name** \_\_\_\_\_ **EIN** \_\_\_\_\_

**Employer's Email** \_\_\_\_\_ **Employer's Phone #** \_\_\_\_\_

**Employer's Address** \_\_\_\_\_  
(location of internship)

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Supervisor Information**

(if different from employer)

**Supervisor's Name** \_\_\_\_\_ **Supervisor's Title** \_\_\_\_\_

**Supervisor's Email** \_\_\_\_\_ **Supervisors Phone #** \_\_\_\_\_



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**Section 3: To be Completed by Student's Employer/Supervisor**

**Internship Information**

**Internship Title/Position** \_\_\_\_\_

**Internship Start Date** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(MM/DD/YYYY)

**Internship End Date** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(MM/DD/YYYY)

**Paid or Unpaid Internship** \_\_\_\_\_ **Pay Rate** \_\_\_\_\_

**Hours (Part-Time/Full-Time)** \_\_\_\_\_  
(part-time is less than 20 hours per week / full-time is over 20 hours per week)

**Internship Description** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please be informed that the student cannot legally start working until the P/DSO has authorized the internship.** Working without prior authorization will result in the loss of F-1 status for the student, as they will be considered illegally employed. For any further questions, contact the P/DSO.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Employer/Supervisor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 P/DSO Signature

\_\_\_\_\_  
 Date