STUDENT LIFE
INTERNATIONAL CENTER
UNIVERSITY OF MICHIGAN

Request Form for New I-20 with OPT Recommendation

This form is to be used by U-M students to request a new I-20 with Optional Practical Training (OPT) recommendation.

Submit this request at the Front Desk of the International Center.

LAST NAME	FIRST NAME		UMID #
UNIQNAME	CURRENT DEGREE LEVEL	TELEPHONE	SEVIS ID # N
PRIMARY MAJOR		SECONDARY MAJOR	

DELIVERY METHOD

☐ PICK-UP *(If someone else will pick up for you, his/her name is: _____)*

☐ SHIP *(See "SHIPPING OPTIONS")* : ◯ eShip Global ◯ U.S. Mail *(not recommended)*

COMPLETION DATE FROM CURRENT I-20	REQUESTED OPT START DATE	REQUESTED OPT END DATE

OPT TYPE

☐ Post-Completion

☐ Pre-Completion: ◯ Full-time ◯ Part-time
(*Must have previously consulted with an International Student Advisor. You are also required to meet an advisor to request a pre-completion OPT I-20.*)

Checklist of required documents.

- ☐ **OPT Online Workshop completion email**
- ☐ **OPT recommendation letter from academic advisor or graduate program coordinator**
- ☐ **Copies of all I-20s from the current degree level (all pages except instruction page)**
- ☐ **Copy of Most Recent I-94 (online print-out or I-94 card)**
- ☐ **Copy of any previous OPT EAD cards (front and back) *and* corresponding OPT I-20**
  - **Write the degree level for which the previous OPT was granted on the copy of the EAD card (e.g. bachelor's, master's, or doctoral)**
- ☐ **Unofficial transcript from Wolverine Access**

- *I am the person who completed the OPT Online Workshop*
- *I understand I must update my current and permanent address in Wolverine Access within 10 days of any change*
- *I must maintain health insurance coverage for myself and my dependents unless I have received a waiver*
- *I understand I must submit a copy of my EAD to the International Center when received*
- *I understand I must report my OPT employment information on the International Center website and keep it updated of any changes*

Signature _____ **Date** _____

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