Center for Global Engagement

OPTIONAL PRACTICAL TRAINING (OPT) APPLICATION STUDENT STATEMENT

NAME: _____

MAJOR(S): _____ DEGREE SOUGHT: _____ GRADUATION DATE: _____

DATE ALL DEGREE REQUIREMENTS WILL BE COMPLETED: _____

OPT START DATE: _____ OPT END DATE: _____

If an employment/volunteer offer has been made, please include the following information:

Name of Organization:
Organization's EIN (Employer ID Number):
Job Title:

☐ Full Time (more than 20 hours per week) OR
☐ Part Time (20 hours per week or less)

Organization's address including street name, street number, city, state and zip code:

I will be working choose one

If you will be working at a different location from the organization's address, please enter the address including street number, street name, city, state and zip code:

Supervisor Last Name: Supervisor First Name:
Supervisor Telephone Number: Supervisor Email:

Type of organization: (If you do not have an employment offer, describe the type of position you are seeking and the work you hope to be doing.)

Description of job duties:

Describe how the proposed employment relates to your major(s):

Employment/volunteer offer letter enclosed:choose one

I understand that I may not begin OPT until I have received an Employment Authorization Document (EAD), and I may work only during the period indicated on it. I also understand that once I graduate I may only work/volunteer in the U.S. using OPT and that OPT cannot

be used for on-campus student employment.

_____
Electronic signature of student

Deadlines: **May 1** for the spring semester **December 1** for the fall semester

Campus location: Center for Global Engagement, Carole Weinstein International Center, Suite 103G
Mailing address: Center for Global Engagement, 211 Richmond Way, University of Richmond, VA 23173
Phone: (804) 287-6499 Fax: (804) 289-8904 konsanit@richmond.edu