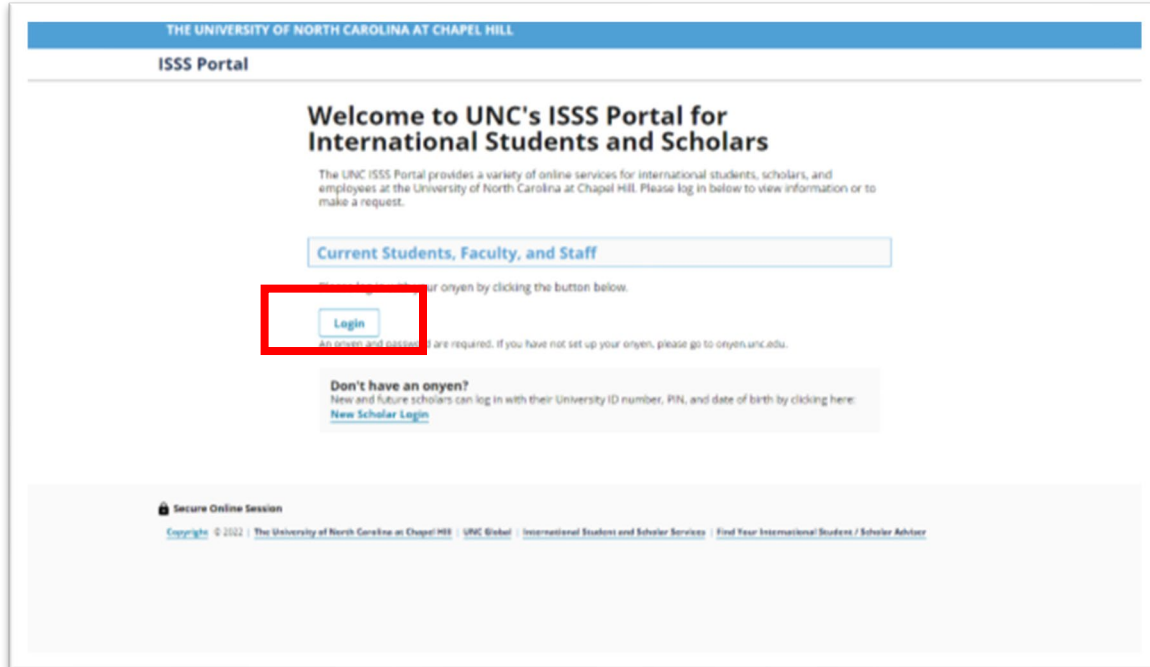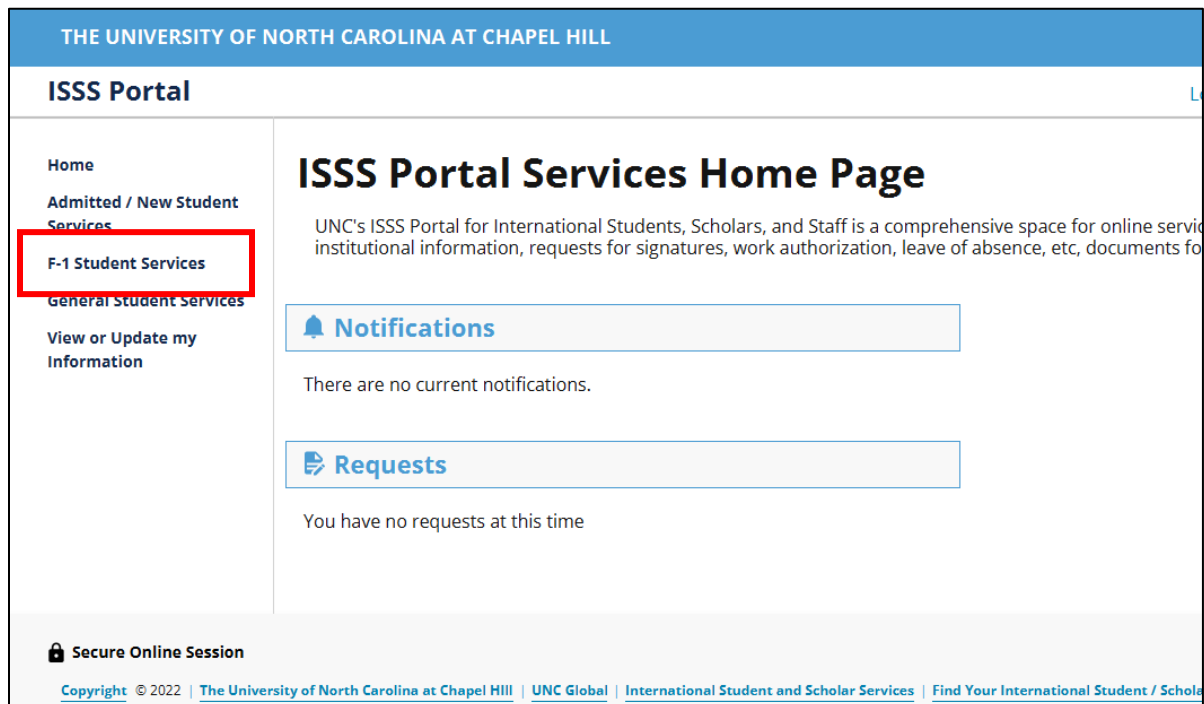# F-1 OPT Request

ISSS Portal Instructions

This guide is for the ISSS Portal process to submit an F-1 OPT request. For eligibility requirements, as well as other procedures related to OPT, please review the ISSS website prior to initiating a request.

1. Navigate to the ISSS Portal and log in with your Onyen and password:

2. Once you log in, you will see a menu on the left-hand side with various options. For the F-1 OPT request, you will select **F-1 Student Services** on the menu.

3. You will select F-1 OPT request from the tasks.

4. Please review the instructions before initiating the F-1 OPT Request. When you are ready to begin you will click on the E-form at the bottom of the page.

5. You will need to confirm you have read and understand the information on the OPT eligibility and rules page. Then you need to indicate if you have participated in any periods of OPT or CPT previously.

F-1 OPT Request

(*) *Information Required*

Optional Practical Training (OPT) is a benefit of F-1 status that permits off-campus employment for the purpose of gaining practical experience in the student's major field of study.

F-1 students must follow several important procedures and federal regulations while applying for and participating in Optional Practical Training (OPT). Compliance with these rules and procedures is necessary to maintain lawful F-1 immigration status.

A full description of eligibility for OPT and the application process can be found on **the ISSS website**.

OPT Eligibility Rules

☐ I have read and understand the information on the OPT Eligibility and Rules page. *

Eligibility Verification

Have you ever participated in F-1 Practical Training (CPT or OPT) at any education level?*

○ Yes   ○ No

If you have previously participated in CPT or OPT, you will see the following information and will need to list any additional periods of OPT or CPT that are not already listed.

Have you ever participated in F-1 Practical Training (CPT or OPT) at any education level?*

◉ Yes   ○ No

Your Employment information on file with UNC

CPT on file with UNC	OPT on file with UNC
No CPT on file	No OPT authorization on file No OPT Employment on File

This section will list any previous periods of OPT or CPT you participated in at UNC. If any periods are missing, please list them in the box below.

Please list your previous periods of F-1 Practical Training (excluding the informaiton listed above). Make sure to include all of the following information:

• Beginning Date,
• End Date,
• Full-time or Part-Time,
• CPT or OPT,
• Degree level.

Previous Periods of Practical Training*
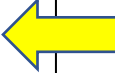
List any other periods of OPT or CPT that were not at UNC in this box.

6. Indicate the type of OPT request you are applying for:

Type of OPT Request

There are two types of OPT:

- Pre-Completion OPT: Permits off-campus employment for students to begin **prior** to the program completion date.

- Post-Completion OPT: Permits off-campus employment for students to begin **after** the program completion date.

Please indicate which type of OPT you are applying for below:*

○ Pre-Completion   ○ Post-Completion

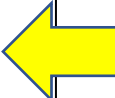If you are requesting **Pre-Completion OPT** (to start working prior to completing your program), you must indicate a start date and end date, along with whether you are requesting full-time or part-time work.

Please indicate which type of OPT you are applying for below:*

◉ Pre-Completion   ○ Post-Completion

Indicate the OPT Start Date you are requesting:*

📅 MM/DD/YYYY

Indicate the OPT End Date you are requesting:*

📅 MM/DD/YYYY

Indicate whether this employment will be part-time or full-time*

○ Full-time (more than 20 hours per week)   ○ Part-time (20 hours or less per week)

If you are requesting **Post-Completion OPT**, you must indicate your requested start date. This date should be after your program end date and no later than 60 days after the program end date.

Please indicate which type of OPT you are applying for below:*

○ Pre-Completion   ◉ Post-Completion

Indicate the OPT Start Date you are requesting:*

📅 MM/DD/YYYY

7. Next you must confirm or update your personal information on file. If your US address and phone number have changed, you must complete the "Update US address and Phone Information" by clicking the hyperlink. This will take you to a new E-form in a new window.

Personal Information Verification

This is the US address and Phone Number we have on file for you:

No US Address on file
No US Phone on file

If information is missing update your information **Update US address and Phone Information**

Was the information on file correct?*

○ Yes   ○ No

8. Make sure that your academic program information is listed correctly. If this is incorrect, please email your International Student Advisor so it can be corrected.

Verify Academic Information

Confirm whether the information ISSS has on file about your program is correct.

If this information needs to be updated, do not continue with this request. Contact ISSS to request an I-20 with your updated field of study listed.

Academic Program

Major or Program of Study

9. As part of the OPT request, you must have your Academic Advisor or other Academic department representative complete a form. You must indicate their name and email address here. Please use the email address for the advisor as listed in the UNC Directory. This will automatically send a form to your Academic Advisor for approval once you click submit at the bottom of this form. The OPT Request will not be routed to ISSS for processing until the Academic Advisor has completed and submitted their form.

Academic Advisor Information

Your academic advisor needs to provide information to the ISSS before we can process your OPT request. Please list the email address as listed in the **UNC Directory.**

- For undergraduate students, only **full-time Academic Advising staff in the appropriate college** (e.g. Arts & Sciences, Kenan-Flagler Business School, School of Journalism and Media, etc.) should be listed as the Academic Advisor below.

- For graduate (except MBA and MAC) students, only a student's **assigned faculty advisor** or the **Director of Graduate Studies within the department** should be listed as the Academic Advisor below.

- For MBA and MAC students, the **MBA Registrar and MAC Registrar**, respectively, should be listed as the Academic Advisor below.

Academic Advisor Full Name*

[ ]

Academic Advisor Email Address*

[ ]

Re-type Academic Advisor Email Address*

[ ]

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10. Make sure to read the certification, check the box and click Submit for your request to be routed to your Academic Advisor.

☐ By clicking "Submit" below, you acknowledge that: "I have read and understand the rules and procedures outlined above and those in the OPT section of the ISSS website and I will abide by them. I verify I have not used any period of OPT at my current educational level or a higher educational level that would disqualify me from the OPT authorization I now seek." *

Submit