Instructions for Pre-OPT Application

This on-line service will allow you to fill out the PTA (Practical Training Application) form and to submit your Pre-OPT request to the I-Center. After being approved by an I-Center Advisor, you will receive an e-mail to pick up your new pre-OPT endorsed I-20 from the I-Center. You will then send a copy of this new I-20 along with other required documentation to the USCIS. For more information about the USCIS check list, please check the I-Center website at: http://icenter.stanford.edu/students/current/opt_checklist_uscis.html

Please follow the instructions:
The F-1 Practical Training Application form is available via the Axess portal at http://axess.stanford.edu Login to AXESS with your SUNet ID and password.
On the Home page, click on “Student” tab as shown below.

At the bottom of the Student page, under the Employment subheading you will see the following links:
At this point, you can create a new Practical Training Application request, track the status of your existing application request, or you can edit and complete your saved application.

When you click on **Create Practical Training Application Request**, a menu of available F-1 employment types will be displayed.

**Employment Authorization Request**

Student Last Name, First Name

Please select one of the request types, read the instructions and then click on Continue to go to the Employment Request Form. Click on Back to go back to Student Center.

**I am requesting..**

- [ ] Curricular Practical Training
- [ ] Pre-Completion OPT
- [ ] Post-Completion OPT
- [ ] STEM Extension OPT

I attest that:

1. I have been maintaining valid F-1 status.
2. I have been enrolled full-time for at least one full academic year.
3. The employment is related to my field of study. (Undergraduate students are not eligible for OPT until they have declared a major.)
4. I will not work more than 20 hours per week while school is in session. (Full-time employment (more than 20 hours a week) during official school breaks is permitted. Students need separate endorsements for part-time and full-time employment even if the employment is in the same quarter.)
5. I haven’t exceeded 12 months of full time CPT or OPT for the same degree level.
6. I understand that I am not eligible to participate in OPT when receiving RA/TAship while school is in session. (During Summer, students who hold RA/TAships can work a total of 40 hours per week, including OPT. Students who have a summer RA/TA-ship and wish to apply for summer OPT should also discuss their plans with their department.)
7. I understand I may not do full-time OPT in my final quarter (including summer). Terminal Graduate Registration (TGR) students may qualify to do full-time OPT.
8. I understand that I may only work after receiving my Employment Authorization Document (EAD card) from USCIS and for the dates specified on the EAD card.

As soon as you select the type of **Employment Authorization Request**, a list of **Student Eligibility Conditions** will be shown for the selected employment type. Please read it carefully.

If you are qualified, check the “I agree to the above” box before clicking on the **Continue** button. The **PTA** form will then be displayed. The information to be provided in each section is described in the following pages.
At the creation of the PTA (Practical Training Application), the **Transaction Status** will be New, and the **Transaction ID** number will be: "00000000". A transaction ID will be generated automatically by the system as soon as the PTA form is saved or submitted.

Please use this **Transaction ID** number in all your application follow-ups with the I-Center.

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**Practical Training Application (PTA) Form**

<table>
<thead>
<tr>
<th>Request:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Request Type:</strong> Pre-Completion OPT</td>
</tr>
<tr>
<td><strong>Transaction Status:</strong> New</td>
</tr>
</tbody>
</table>

The PTA form opens with the Requestor’s **EmplID**, **Last name**, **First name**, **I-20 start and end dates**, and **SEVIS ID** number auto populated in the “**Person Details**” section:

**Person Details**

- **Empl ID:** 0555555
- **Visa/Permit Type:** F1
- **SEVIS ID:** N0000111111
- **Last Name:** Last Name
- **First Name:** First Name
- **I-20 Start Date:** 09/14/2011
- **I-20 End Date:** 04/03/2014
- **Career:** GSB
- **School Code:** SFR214F00617000
- **Institution:** STANF

**Email ID:** student@stanford.edu

Your Stanford primary e-mail address is auto populated in the **Email ID** field, but you can edit it if needed. Your academic information will auto populate from your I-20 in “**Education Details**” box:

**Education Details**

- **Level of Education:** Masters
- **Academic Program:** Business Administration
- **Academic Org:** Graduate School of Business
All your Active Academic Programs in the University system will appear in the Academic Program field.

You will be able to choose the program which is related to the work during the Pre-OPT period.

In the Training Details section, you will be asked to enter the employment start and end dates (required fields):

As soon as the Employment Code is entered as “Full Time”, the field Reason for Pre-OPT Full time will appear:

Note:
A student can not apply for full-time pre-opt while school is in session unless that the student has a TGR (Terminal Graduate Registration) status which means that he/she is done with all his/her coursework.

If your work will be a combination of Full-time (during school breaks/ Summer vacation) and Part-time (while school is in session) then you need to submit two separate applications.

You do not need to enter the Employer Details section if the employer is unknown at the time of the Application:
A list of your previously endorsed employment will be displayed in the **Previously authorized employment for practical Training** section as shown below:

<table>
<thead>
<tr>
<th>Training Type</th>
<th>Level of Educ</th>
<th>Academic Program</th>
<th>Start Date</th>
<th>End Date</th>
<th>Empl Code</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 CPT</td>
<td>Masters</td>
<td>GSBMB</td>
<td>07/16/2012</td>
<td>08/23/2012</td>
<td>Full Time</td>
<td>39.00</td>
</tr>
</tbody>
</table>

If you have any previous Practical Training (i.e. from another school) that is not indicated in this section, please enter the missing Practical Training in the **Comment** section at the bottom of this form. At this point you have the option of either **SUBMITTING** the request or **SAVING** it to continue later.

You will also be able to add additional information / comments for the I-Center advisor in the **Comment** section. (If needed)

Finally, you have to check the box to certify that the entered information is correct before clicking on the **Submit** button:

**Note:**
- **Back:** All information on the current page will be erased and you will be directed to the previous page.
- **Save:** You will save the current version of your Application as a draft that you can review and amend later before submitting your request.
- **Submit:** Your request is complete and is sent to your advisor for his/her approval. You will not be able to modify your application any more.