

Academic Advisor Recommendation Form

Please complete and sign this form

TO: _____
(academic advisor) (academic department)

Subject: Optional Practical Training Recommendation for _____
(print student's name)

UMKC Student ID: _____

This student is seeking approval for Optional Practical Training from United States Citizenship and Immigration Service (USCIS) as part of his/her total educational experience in the United States. Employment authorization for the purpose of practical training may be granted in the U.S. if:

- | |
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| <p>A. The proposed employment is for the purpose of on-the-job training</p> <p style="text-align: center;">and</p> <p>B. The proposed employment is related to the student's field of study</p> |
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1. Would you be able to review the training employment upon request and certify whether or not the training is related to the student's field of study?
YES _____ NO _____
2. This student is/was a candidate for the _____ degree.
3. Course work requirements, **including prerequisites courses**, for the degree will be or has been completed on _____.
(date)
4. If a thesis or dissertation is required, the defense of the thesis or dissertation is anticipated by _____.
(date)

Endorsement by academic department:

* Advisor's Name: _____
(please print)

* Advisor's Signature: _____

* For programs with a masters' thesis or doctoral dissertation, the endorsement must be provided by the faculty member who chairs the supervisory committee.

Campus Address: _____

Campus Phone: _____ Date: _____

OPT session attended: _____

I agree to provide ISAO with:

- Copies of the **Receipt Notice** from the Service Center and of the **EAD Work Authorization card**. These copies will be made upon receipt of all immigration documents at ISAO. The mailing address that must be provided for delivery of all immigration documents:
Care of ISAO, 5235 Rockhill Road, Kansas City, MO 64110-2499
- **Permanent** email address: _____
- Information of any change of status when it occurs while on OPT.

(Printed name) (Signature) (Date)

Check your EAD case status about 40 days after receiving your receipt (“Notice of Action”) from USCIS by going to:

<https://egov.immigration.gov/cris/caseStatusSearchDisplay.do>

Proposed start date: _____ **Length of time requested:** _____

Items to carry when you leave the country while on OPT:

- I-20 (endorsed for travel)
- Valid Passport
- Valid VISA (or schedule a visit to a US Embassy, preferably in your home country)
- EAD (Work Authorization card)
- Letter from employer (on company letterhead) indicating what you do for the company and when you need to start/report for work

International Student Affairs
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