



MIDWESTERN BAPTIST THEOLOGICAL SEMINARY

SERVING THE CHURCH BY BIBLICALLY EDUCATING GOD-CALLED MEN AND WOMEN TO BE AND MAKE DISCIPLES OF JESUS CHRIST.

INTERNATIONAL STUDENT SERVICES

OPTIONAL PRACTICAL TRAINING

Academic Advisor Recommendation Form

Section A: To be Completed by the Student

Name: _____
Family/Last Name First Name as Shown on Passport

Email Address: _____ Phone #: _____

Current Address in U.S.: _____
Street (include apartment number if needed) or P. O. Box #

City: _____ State: _____ ZIP Code: _____

Permanent Address in Home Country: _____

City: _____ Country: _____ Postal Code: _____

Section B: To be completed in full by the academic advisor and the thesis/dissertation committee supervisor.

Both signatures are required on this application. If the academic advisor and the thesis/dissertation committee supervisor are the same, please indicate below.

1. Degree Level: _____ Bachelor _____ Master _____ Doctorate _____
Major: _____
2. Expected completion date of degree requirements: _____/_____/_____
(Note: This is not necessarily the graduation date.)
3. Name and Location of Employer (if applicable): _____
4. Proposed Internship Start Date: _____ End Date: _____
Month/Day/Year Month/Day/Year
5. Please check one of the options below describing the purpose of the internship:

This recommendation form will support the student's application for pre-approval OPT.

_____ The student is a graduate student who has finished all formal course work requirements, and is currently enrolled in thesis or dissertation hours.

_____ The student's thesis/dissertation has been approved, and he/she may begin his/her project and/or research.

OPT Recommendation Form (Cont.)

- This recommendation form will support the student's application for post-completion OPT.

_____The student has completed all required course work, research, and writing, and is expected to graduation on: ___/_____/_____

** Once the OPT application has been processed by Homeland Security, the application may not be cancelled. Please note that if the student does not graduate before the end of the OPT work authorization date, he or she will be out of status.*

Academic Advisor Signature: _____ Date: _____

Name Printed: _____ Email: _____

Dissertation Committee Supervisor: _____ Date: _____

Name Printed: _____ Email: _____

- Academic Advisor and Dissertation Committee supervisor are the same.
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Section C: Application Component Check List

Before submitting your OPT application components to the International Student Services Office, you will need the following documents:

- I-765 Application for Employment Authorization
 - Fill out the form, sign it, and indicate (c)(3)(B) Optional Practical Training in item #16.
- A photocopy (front and back) of your I-94 card (which is the white card stapled to your passport).
- A photocopy of the visa page of your passport.
- A photocopy of the passport picture page.
- A color copy of an ID card i.e. student ID or Driver's License
- A photocopy of any previous Employment Authorization Cards (if applicable)
- A check or money order in the amount of \$380.00 made payable to Department of Homeland Security.
- Two (2) passport size photographs – the exact size is outlined in the I-765 form. These must be actual passport photographs such as those take at a U. S. post office.

DSO Signature: _____ Date: _____

Printed Name: _____