

RECENT GRADUATES ELIGIBLE FOR OPTIONAL PRACTICAL TRAINING (OPT)

1. Create an account on the Parker Dewey platform to view available Micro-Internships.
2. Apply to as many micro-internships as you wish. Be sure they are **related to your major area of study**.
3. As soon as you are selected for a micro-internship, click here to request an **Employment Verification Letter** from Parker Dewey. **PLEASE NOTE** that you will need to request an Employer Verification Letter for **EACH** micro-internship that you accept.
4. Follow all **OPT Guidelines**. If you are unsure about your OPT eligibility or next steps, contact the **Office of International Students and Scholars** for more information.
5. **Report employment on OPT in SEVP OPT Portal.**
6. In **ISS Connect**: Submit the request “**New I-20 Request After Reporting OPT Employer in SEVP Portal**” for new I-20 reflecting OPT employment.
7. In **ISS Connect**: Upload your **Employment Verification Letter**, E-sign the Signature Document, and Complete the Questionnaire.