



OFFICE OF INTERNATIONAL STUDENT SERVICES

Optional Practical Training (OPT) Request Form

Important Information: Optional Practical Training (OPT) is authorization for F-1 international students to work off-campus in a job related to their major(s). Students must complete at least one full academic year before becoming eligible for OPT, and may apply for pre-completion or post-completion OPT, for up to 12 months in total. Applications for OPT must be adjudicated by U.S. Citizenship & Immigration Services (USCIS) and require a filing fee. Students must work full-time (21+ hours/week) in post-completion OPT, and may work full- or part-time (20 or fewer hours/week) in pre-completion OPT during vacation periods. Pre-completion OPT during academic terms is limited to part-time. Source: [8 CFR § 214.2(f)(10)(ii)]

Directions: To apply for OPT, complete the OPT Request Form and email it to the international student advisor. Receive updated I-20 with OPT recommendation from the international student advisor. Complete Form I-765 online.

Student Information (SEVIS ID # can be found on your I-20):

Name: _____ SEVIS ID #: _____

Email: _____ Phone Number: _____

Date you began study with this SEVIS ID #: _____ Major(s): _____

Graduation Date: _____ Seeking full or part-time employment (please check):

☐ Full time (21+ hours/week)

☐ Part-time (20 or fewer hours/week)

Please list any previous CPT/OPT you have had. Leave blank if you have not previously been authorized for CPT/OPT.

Employer Name: _____

Dates of authorization: _____

Please check: ☐ CPT ☐ OPT

Please check:

☐ Full time (21+ hours/week)

☐ Part-time (20 or fewer hours/week)

Employer Name: _____

Dates of authorization: _____

Please check: ☐ CPT ☐ OPT

Please check:

☐ Full time (21+ hours/week)

☐ Part-time (20 or fewer hours/week)

Please list the dates you would like to request for OPT authorization. For post-completion OPT, you may request to begin your work at any time during the 60 days following your program end date, and are eligible for 12 months of OPT, to be completed within 14 months of your program end date.

Requested OPT Start Date

Requested OPT End Date

Student Signature

Date