**STUDENT REQUEST: TO BE COMPLETED BY STUDENT**

Student’s Name: ____________________________

SEVIS ID#: ____________________________ E-mail Address: ____________________________

Phone Number: ____________________________ Degree Program: ____________________________

Academic Level: ○ Diploma ○ AAS ○ Bachelors ○ Masters

I-20 expiration date: ____________________________ Passport expiration date: ____________________________

Visa expiration date: ____________________________

Type of optional practical training: ○ Pre-completion: Part-time / Full-time (circle one):
○ Post-completion. All coursework finished by completion date.
○ Post-completion. All program requirements will be completed.

*Graduation Date (mm/dd/yy): ____________________________

- The date written here will be the new end date indicated in block 5 on your OPT I-20. Any work, on- or off-campus, after this end date will require OPT authorization. Previously authorized CPT will be expired.
- Once you have applied for post-completion OPT, you are no longer eligible for a program extension.

I want my OPT to begin on ____________________________ and end on ____________________________

Note: These dates cannot be changed once your application is sent to USCIS.

Describe your proposed employment: __________________________________________________________

STATEMENT: I have read the information on the attached cover pages regarding optional practical training and fully understand the implications of the authorization during and after my program of study. The information I have provided is true and correct.

Student Signature ____________________________ Date ____________________________

**DEPARTMENT HEAD: TO BE COMPLETED BY YOUR DEPARTMENT HEAD**

- Do not sign this form if the “Student Request” section above has not been completed.
- Optional practical training (OPT) is work authorization that allows F-1 international students to gain practical work experience in their field of study.
- Most often, students will use OPT to work for one year after completion of their degree, known as “post-completion OPT.”
- Students are not required to have an employment offer to apply.

By signing this form I am verifying the degree completion date provided above (+).
○ I agree with the information above. ○ I disagree with the information above.

Department Head Signature ____________________________ Date ____________________________