



Center for Global Education & Field Study
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Optional Practical Training (OPT) Request Form

SECTION A: To be completed by the student.

Family Name: _____ Given Name: _____
 SEVIS ID Number: _____ Form I-20 Program End Date: _____
 Email address: _____ Telephone: _____

I am applying for:

PRE-COMPLETION OPT

POST-COMPLETION OPT: You are expected to be employed full-time (at least 20 hours per week) while authorized for post-completion OPT. You must read and sign the attached post-completion OPT agreement and submit it with your OPT request form.

Please list any previous periods of Curricular Practical Training (CPT) or OPT:

Type (CPT or OPT)	Part-Time or Full-Time	Dates

Requested OPT Dates*: Start Date: _____ End Date: _____

*If you are applying for post-completion OPT, you may choose an employment start date as early as the day after your Colorado College program completion date, i.e. the date on which your CC degree requirements will be fulfilled, or as late as 59 days after the date on which you fulfilled your CC degree requirements. The end date of your OPT employment will be 12 months later or however many months of OPT authorization you have remaining.

SECTION B: This section must be completed by the student's academic advisor.

Student's CC ID: _____ Student's Major: _____

Level of Study: Bachelor's Master's
 Student's Expected Program Completion Date*
 (must be in mm/dd/yyyy format): _____

*Program completion date = the last day of final exams of the block or semester in which degree requirements are fulfilled OR the date on which all academic requirements for the awarding of the degree will be fulfilled, such as filing the thesis. DO NOT use the Commencement date, unless that date is the date on which the student will complete his/her final exams or file his/her thesis.

I confirm that the information provided in this section is correct. I recommend that this student be allowed to obtain Optional Practical Training authorization in order to secure a position in his/her field of study.

Advisor's Name: _____

Department: _____ Telephone: _____

Signature: _____ Email Address: _____

OPT Request Instructions

Submit the completed form on the reverse side of this page to request new I-20 from ISSS with a recommendation for OPT. You will receive the new OPT Form I-20 in 3 business days.

When to Apply for OPT

Apply early! You cannot submit a Form I-765 (Application for Employment Authorization) petition to the U.S. Citizenship and Immigration Services (USCIS) until you have received your new OPT Form I-20 from ISSS and then it takes about 3-4 months for the USCIS to process your Form I-765 application.

- The earliest the USCIS can receive your Form I-765 petition for *pre-completion OPT* is no more than 90 days before your requested OPT start date. For *post-completion OPT*, the earliest date the USCIS can receive your Form I-765 petition is 90 days before your expected program completion date.
- The latest the USCIS can receive a Form I-765 petition for post-completion OPT is the 60th day following your program completion date.
- It can take up to two weeks to prepare the OPT application before sending it to USCIS (especially for busy students!)

Your Program Completion Date

The “program completion date” for OPT purposes is defined as follows:

- For bachelor’s degree students: the last day of final exams of the block or semester in which degree requirements are fulfilled.
- For master’s degree students: the day on which all degree requirements are fulfilled, such as filing the thesis.

Changing your program completion date can cause serious complications for your OPT application. If for some reason you may need to change your program completion date after the OPT Form I-20 is created, speak with a Designated School Official in ISSS.

Maintaining F-1 Status While on OPT

- Employment must be directly related to your major.
- OPT is intended to enhance your academic program by providing a means to gain experience in your field of study. The USCIS considers working in a job that is not related to your major a violation of F-1 status.
- **Reporting changes of name, address or employment:** an F-1 student authorized by USCIS to engage in Optional Practical Training is required to report to the OIP office within 10 days of any change in the following:
 - Legal name;
 - Residential or Mailing Address;
 - Employer Name;
 - Employer Address; and/or
 - Periods of Employment/Unemployment

To report such changes, students are instructed to use the Student and Exchange Visitor Program (SEVP) Portal.

Periods of Employment

Once you complete your degree, you cannot work on-campus or off-campus until you have received an Employment Authorization Document (EAD) from USCIS and the employment authorization start date noted on the EAD has arrived.

Periods of Unemployment

During post-completion OPT, students may not accrue an aggregate total of more than 90 days of unemployment during any post-completion OPT carried out under the initial post-completion OPT authorization.

Applicants for post-completion OPT must complete and sign the statement below and then submit this agreement form to ISSS with their OPT Request Form.

Post-Completion Optional Practical Training (OPT) Agreement

By signing below, I understand that if I receive authorization from the U.S. Citizenship and Immigration Services (USCIS) for post-completion Optional Practical Training (OPT) employment, I am responsible for maintaining my legal F-1 student status in the United States by meeting the following requirements:

- Pursuing employment in a job directly related to my field of study and commensurate with my level of education.
- Not exceeding the 90-day limit on unemployment during any standard period of post-completion OPT authorization.
- Reporting a change of my residential address information to the Student and Exchange Visitor Program (SEVP) Portal within 10 days of moving.
- Reporting any changes in my OPT employment information (e.g., name and/or address of my employer, my dates of employment, etc.) to the Student and Exchange Visitor Program (SEVP) Portal.
- Contacting ISSS if I need to transfer to another institution, change my visa status, or complete my stay as an F-1 student in the United States.
- If I am an eligible STEM degree student, submitting a request for the 24-month extension of my OPT work authorization to ISSS before my current Employment Authorization Document (EAD) expires.
- Keeping my passport valid for six (6) months at all times.
- If my previous travel endorsement signature on Page 2 of my current Form I-20 is more than 6 months old, obtaining a new travel endorsement signature from a Designated School Official (DSO) in ISSS before any travel outside of the United States.
- Submitting required tax forms and paying any taxes due.

My signature below confirms that I understand and agree that if I fail to meet any of the requirements indicated above then I may jeopardize my legal status in the United States.

Signature: _____

Date: _____