OPTIONAL PRACTICAL TRAINING (OPT) REQUEST FORM

IMPORTANT: OPT applications will not be accepted by ISSS unless the student has attended an OPT workshop. Register at usfca.edu/isss/workshops.

Full Name: ___________________________ ID #: ___________________________

Requested OPT Dates: Start Date: _______________ End Date: _______________

I am applying for:

☐ PRE-COMPLETION OPT: ☐ Part-time OPT (up to 20 hrs/wk) ☐ Full-time OPT (over 20 hrs/wk)

☐ POST-COMPLETION OPT (you must read and sign the post-completion agreement on the reverse side of this form)

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

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<th>Type (CPT or OPT)</th>
<th>Part-Time or Full-Time</th>
<th>Dates</th>
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Please describe (in 250 words or less) your proposed practical training employment and how it is related to your field of study:

(*SAMPLE) I studied business administration and management at University of San Francisco and will receive a Bachelor’s Degree in Business on May 23rd, 2012. I am looking to find the employment that enables me to put my knowledge of administration and management in practice and gain valuable experience in American methods of business administration.
Applicants for post-completion OPT must complete and sign the statement below:

Post-Completion Optional Practical Training (OPT) Agreement

By signing below, I understand that it is my responsibility to maintain health insurance coverage while on post-completion OPT.

I understand that if I receive authorization from the U.S. Citizenship and Immigration Services (USCIS) for post-completion Optional Practical Training (OPT) employment authorization, I am responsible for maintaining my lawful F-1 immigration 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 period of post-completion OPT authorization.
- Reporting a change of my residential address to the ISSS office within 10 days of moving so ISSS can update my information in the Student and Exchange Visitor Information System (SEVIS).
- Reporting the name and address of my employer(s) to the ISSS office within 10 days of my employment so ISSS can update my OPT information in the SEVIS system.
- If I have been approved for Post-Completion OPT before completing my final Master’s or Doctoral project, thesis or dissertation, I understand that completing this within my OPT period is my responsibility and failure to do so will result in the loss of my F-1 status.
- Contacting the ISSS office 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 and wish to apply for STEM extension of my OPT work authorization at the ISSS office before my current Employment Authorization Document (EAD) expires.
- Keeping my passport valid for six (6) months at all times.
- Having my documents checked by the ISSS office before leaving the United States for any travel outside of the country.
- Submitting required tax forms and pay any taxes due.
- Send my OPT application into USCIS within the required timeframe. This includes making sure that USCIS receives my application within 30 days of my OPT I-20 issuance date; and no earlier than 90 days before, and no later than 60 days after, my program completion date.

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: ______________

Please return your completed OPT Request Form as part of your application for OPT to the ISSS office in UC 5th Floor. Completed requests will be processed within 5 business days. Incomplete request forms will not be accepted.