# Optional Practical Training (OPT) Request Form

**Please read** all of the OPT Information Forms that you received from your International Student Advisor, so you are familiar with the regulations about OPT. Then, **please complete this form and submit to International Student Advisor**:

<table>
<thead>
<tr>
<th>Name</th>
<th>GCTS ID #</th>
<th>Date</th>
<th>GCTS Box #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Degree(s)</th>
<th>Concentration(s) (if any)</th>
<th>Anticipated Graduation Term</th>
</tr>
</thead>
</table>

**Your current address:**

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

**Your address while on OPT:**

- [ ] The same as above
- [ ] I don’t know yet*
- [ ] New address

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

*Please note: You are required to notify the International Student Advisor of any change of address within 7 days of the change. OPT students are not allowed to live in on-campus housing.*

**What type of OPT are you applying for?**

- [ ] Post-completion OPT (after you complete your program of study)
- [ ] Pre-completion OPT (before you complete your program of study)

*Please note: Post-completion OPT is the most common used by GCTS students. It must be 20 hours or more per week, and can be paid or unpaid. Pre-completion OPT reduces the amount of time allowed for post-completion OPT (not recommended).*

**When would you like to begin your OPT?**

Month/Day/Year (your preferred start date for OPT)

*Please note: The start date must be after the I-20 end date. Official dates will be determined by USCIS, and written on your EAD card (Employment Authorization Document). You are not authorized to begin work until the dates determined by USCIS. Your EAD card clearly states your official OPT start and end date. Your International Student Advisor will note in SEVIS what your preferred start date is (what you write here), and USCIS will let you know what your official start date is (written on your EAD card). You must wait until you receive your EAD card to begin work.*

**Have you finished at least 1 year of full-time, degree-seeking coursework at GCTS?**

- [ ] Yes
- [ ] No

**Have you ever participated in authorized OPT before, either at GCTS or another school?**

- [ ] Yes (see below)
- [ ] No

If yes, then describe the previous OPT. Please include the start and end date of previous OPT.

**Your employer for OPT:**

- [ ] I don’t know yet*
- [ ] Employer name & address

<table>
<thead>
<tr>
<th>Employer Name (e.g., church or company name)</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

Last Update: July 11, 2014
Please note: Days of unemployment during official OPT period is limited to a maximum of 90 days.

Your position (job title) for OPT:  □  I don’t know yet   □  Position (job title): ____________________________

Your supervisor’s name for OPT:  □  I don’t know yet   □  Supervisor’s Name: ____________________________

How many hours per week will you work?  □  “Full Time” (20 or more hours per week)  
                                       □  “Part Time” (fewer than 20 hours per week)

Please note: Post-completion OPT must be “full time.” Pre-completion OPT may be “part time” or “full time.”

Will you be financially compensated on OPT?  □  Paid position (either on salary or paid as an hourly worker)  
                                           □  Unpaid position, or unpaid position with a stipend

Please note: OPT may be either “paid” or “unpaid.”

Briefly explain how the OPT employment is related directly to your program of study:

________________________________________________________________________
________________________________________________________________________

Please read, sign, and date:

I acknowledge that it is my responsibility to comply with all immigration regulations which apply to F-1 students, including employment regulations. Working without the proper authorization is a serious violation of my nonimmigrant status in the U.S. If I fail to comply with my responsibilities, I acknowledge that I may not be eligible for benefits normally granted to F-1 students and I may jeopardize my stay in the U.S. [Please sign below indicating you willfully comply with these, and all other F-1 regulations.]

Student Signature   Date

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

➢ Submit this form to your International Student Advisor. Please note that this is only one step in the process for applying for OPT. After receiving this form, your International Student Advisor will create a new I-20 for you, which notes that you are applying for OPT. You will mail this I-20 to USCIS as one part of your complete application for OPT.

➢ If you have a job offer already, please attach a copy of your formal employment offer letter, preferably on letterhead. The letter should include employer name and address, your position, supervisor name, your expected hours, financial compensation, and brief description of job and how it relates to your degree). The offer letter should be signed by your employer and dated.

IMPORTANT DEADLINE:
Your complete application for post-completion OPT must be received by USCIS before the end of your 60-day grace period, which comes after your program end date.
You may submit your application for OPT to USCIS as early as 90 days before your program end date.