



OPT REQUEST FORM

International Student Services
SSB 3.400 972-883-4189

Name: _____ UTD ID: _____

Date of Birth: _____ Phone Number: _____ Graduate in: Fall Spring Summer

IMPORTANT: You must pay the \$100 Practical Training fee before submitting this form to the ISSO or your request will be delayed. Pay online at: https://ezpay.utdallas.edu/C20239_ustores/web/

1. Have you had more than 364 days of full-time CPT at UT Dallas on the current degree level? YES NO
I understand that if I have had more than 364 days of full-time CPT at the same educational level and school that I am not eligible for OPT.

2. On what date did you pay the Practical Training fee? _____

3. What OPT dates do you request (max 1 year)? Start: _____ End: _____
*Earliest start date: program completion date; latest start date: 60 days past that date
USCIS processing is 2-3 months. In most cases, USCIS approves the dates requested.*

4. If you do not have an SSN you can apply for one after you receive the OPT EAD and reach the OPT start date. When you receive the EAD, contact our office for the required authorization letter.

| DOCUMENTS TO SUBMIT TO ISSO: | |
|--|---|
| <ul style="list-style-type: none"> OPT I-20 Request Form Copy of completed I-765 | |
| <ul style="list-style-type: none"> Recommendation Form, only if... | You have not applied for graduation <i>OR</i> You are applying for OPT based on defense date |
| <ul style="list-style-type: none"> Copy of EAD if... | You have previously submitted an I-765 for an EAD. |

Important Things to Remember

- You are responsible to mail your OPT application to USCIS.
- Mail your application promptly. USCIS must receive your application within 30 days of when the I-20 was printed and within 60 days of your completion date. If not, your application will be rejected or denied.
- If you choose for the OPT EAD to be mailed to you directly, supply a copy to the UT Dallas ISSO.
- If you choose for the OPT EAD to be mailed to the UT Dallas ISSO, you are authorizing ISSO staff to open USCIS correspondence and scan a copy for your file.
- If USCIS denies your OPT request, contact an international student advisor immediately to discuss your options.
- I understand that in order to maintain F-1 status while on Post-Completion OPT I must limit unemployment to a total 90 days or less throughout the whole period of OPT.
- I understand that while on OPT I must report every change of name or employment status to the ISSO. I must report changes of address to the Registrar's Office.

Signature

Date