

# Post-Completion Optional Practical Training (OPT) Request Form

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Student Name: \_\_\_\_\_ Tech ID: \_\_\_\_\_

Graduating Semester: \_\_\_\_\_ Major/Degree Program: \_\_\_\_\_

*Please read each line below and check the box to confirm you understand and agree to comply with the responsibilities and requirements for post-completion OPT.*

I understand that USCIS must receive my OPT application within 30 days of receiving my OPT I-20 recommendation.

I understand that I may only look for and accept employment that is directly related to my major/program of study as listed on my I-20. I understand that I am responsible for explaining to the US government how the employment relates to my major.

I understand that I must update OPT employment via my SEVP Portal Account or to Saint Paul College International Student Services (SPC ISS) within 10 days of adding/changing employment.

I understand that my OPT employment must be full-time (20 hours per week or more).

I understand that F-1 status is dependent on employment while on OPT and that I may not accrue an aggregate of more than 90 days of unemployment while on post-completion OPT.

I understand that my OPT end date remains the same regardless of how many days of unemployment I use.

I understand that OPT employment does not have to be paid, but any opportunities, including volunteer or unpaid opportunities, must be reported in order to avoid accrual of unemployment. Unpaid work must not violate any labor laws.

I understand that the US Department of Homeland Security (DHS) will be responsible for determining if my status has been violated by exceeding the permissible period of unemployment. They may deny future immigration benefits and/or they may terminate my SEVIS record if I fail to maintain the proper period of employment related to my field of study.

I understand that transferring to another school or beginning another program of study automatically terminates any remaining portion of my OPT, even if my EAD card is still valid (unexpired). I understand that any study while on post-completion OPT should be part-time, non-degree seeking, and incidental, and may still carry risk.

I understand that travel outside the US while on post-completion OPT should be discussed with the SPC ISS and re-entry to the US may not be guaranteed. A travel signature on your I-20 is required for re-entry to the US on OPT and is valid for 6 months.

I understand that SPC ISS may provide general information regarding OPT application materials and requirements, but I as the student am ultimately responsible for the application and the outcome of the application.

I understand that I am not eligible to begin employment until the OPT is approved and the EAD card is valid and in my possession.

I understand that if I maintain status on OPT, I am allowed 60 days after the expiration of the EAD to remain in the US for the purpose of preparing for departure, to change education levels at the same school, to transfer out, or apply for a change of status.

I understand that if I do not graduate at the end of the semester documented on this form (due to course failure, withdrawal, etc.), and have already applied for post-completion OPT, I am not eligible to begin post-completion OPT employment until my program is completed, even if my EAD card has been received and the start date has passed.

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## OPT Eligibility

Please answer the below questions to determine your eligibility for post-completion OPT.

**Have you received any pre-completion OPT at your current degree level?**

No  Yes

If yes, please indicate the number of months you were approved for part-time or full-time pre-completion OPT:

Part-time (less than 20 hours/week): \_\_\_\_\_  
number of months authorized

Full-time (more than 20 hours/week): \_\_\_\_\_  
number of months authorized

Please note: per [USCIS guidance](#), "if you have already received 1 year of part-time (20 hours per week) pre-completion OPT, the total time of full-time OPT still available would be reduced by 6 months, 50% of the previously authorized year at the same education level. In this scenario, you would only be entitled to a remaining period of 6 months full-time post-completion OPT employment authorization.

If you have already received 1 year of full-time (40 hours per week) pre-completion OPT, the total time of full-time optional practical training still available would be reduced by 1 year, 100% of the previously authorized year at the same education level. In this scenario, you would not be entitled to any period of post-completion OPT employment authorization."

**Have you used one year (365 days) or more of full-time CPT at your current degree level?**

No  Yes

Please note: per F-1 regulation and [USCIS guidance](#), one year or more of full-time CPT disqualifies you from OPT eligibility at the same degree level.

## OPT I-20 Requested Dates

Please confirm your requested dates for your OPT I-20 below. This is subject to approval by SPC ISS based on your eligibility for post-completion OPT based on the criteria listed above and the valid dates for post-completion OPT based on your graduating semester.

**Requested Start Date:** \_\_\_\_\_

The earliest start date you can request is the day after the last day of your final semester.  
The latest start date you can request is the last day of your 60-day grace period.

**Requested End Date:** \_\_\_\_\_

The latest end date you can request is one year (365 days) after your requested start date. Note that the latest end date you can request may be different if you are not eligible for the full one-year of post-completion OPT based on the above eligibility requirements.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_