



## Post-Completion Optional Practical Training Request

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

UID: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Campus: \_\_\_\_\_ Major: \_\_\_\_\_

### OPT Request

Select the dates which you would like to start and end your OPT. Keep in mind, USCIS will ultimately determine the dates on your EAD card. Try your best to plan accordingly with what works for you while staying within the allotted window. Be sure to apply as soon as possible (no more than 90 days from the program end date) to allow time for USCIS to adjudicate your application by your desired start date. You cannot start until the date authorized by USCIS and you have received your EAD card.

Requested OPT Start Date: \_\_\_\_\_ (Must be after your program end date and cannot be more than 60 days after your program end date)

Requested OPT End Date: \_\_\_\_\_ (Less than 1 year after requested start date)

Full time (more than 20 hours)       Part Time (fewer than 20 hours)

### Check All that Apply

- I have been enrolled at Tarleton and have been in F-1 in status for one academic year.
- I will fulfill all program requirements by the end of the semester.
- I have applied for graduation. (Anticipated Graduation Date: \_\_\_\_\_ )
- I have used less than 12 months of full time CPT at this program level.
- I have not received 12 months of OPT authorization at my current level.

## Optional Practical Training Compliance

If you receive an Optional Practical Training (OPT) card, Employment Authorization Document (EAD), you are required to meet the following requirements:

1. You are personally responsible for submitting a complete and correct OPT application no more than 90 days before your program end date and no later than 30 days after DSO recommendation. If the application is not received by USCIS in that timeframe, the request will be denied. You will also be responsible for selecting a reliable mailing address for your EAD card.
2. You may only work within the dates authorized by USCIS. This may be the same as your requested dates or may be dates assigned by USCIS. You may not begin working until the date stated on your EAD card AND until you have received the card from USCIS.
3. You may not accumulate more than 90 days of total unemployment during the OPT authorized period.
4. When you have employment, it must be related to your degree program. You must report the name of your employer, address, telephone number, position title, and supervisor's contact information. You can submit this information to a DSO to [immigration@tarleton.edu](mailto:immigration@tarleton.edu) or submit it using the SEVP Portal.
5. Any changes of your condition of employment, new employment, or loss of employment must be reported within 10 days to the DSO contact in the Office of Undergraduate Admissions – Immigration or the SEVP Portal.
6. You must report to the DSO in the Office of Undergraduate Admissions – Immigration or the SEVP Portal any changes to your address, email, and telephone number no later than ten (10) days from the date of change.
7. Travel signatures only are valid for six (6) months while on OPT. Make sure your travel endorsement is valid before you travel outside of the U.S.
8. If you decide to depart the United States before your OPT is approved or before your OPT end date, contact [immigration@tarleton.edu](mailto:immigration@tarleton.edu).

**I understand that I must follow federal regulations to maintain F-1 status while participating in Optional Practical Training.**

Printed Name: \_\_\_\_\_ UID: \_\_\_\_\_

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