



## **Pre-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. Be sure to apply as soon as possible (no more than 90 days before you have completed one full academic year) 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. USCIS will deduct any time that you participate in pre-completion OPT from your 12 months of authorized post-completion OPT.

Requested OPT Start Date: \_\_\_\_\_ (Must be after you have completed one full academic year)

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 full time at Tarleton for one academic year.
- I am currently enrolled full time at Tarleton in F-1 status.
- I was previously enrolled at Tarleton while in another valid nonimmigrant status.
- I have used less than 12 months of full-time CPT at my current degree level.
- I have not received 12 months of OPT authorization at my current degree 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 (Form I-765) within 30 days of DSO recommendation. You may apply up to 90 days before you complete one full academic year, provided that the period of employment will not start until after you have completed one full academic year. 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. These dates 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 you have received the card from USCIS.
3. You may work part time (20 hours or less per week) while school is in session. You may only work full time (more than 20 hours per week) when school is not in session. Working full time while school is in session is a violation of your F-1 status and grounds for termination. You may only apply for one authorization at a time.
4. You may not accumulate more than 90 days of total unemployment during the OPT authorized period.
5. 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.
6. Any changes to 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.
7. 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.
8. 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.
9. 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: \_\_\_\_\_