



Office of International Education
 1600 Burrstone Road, White Hall 123
 Utica, NY 13502-4892
 Phone: (315)792-3082/ Fax (315) 792-3061
 Email: internationaled@utica.edu

OPTIONAL PRACTICAL TRAINING (OPT) REQUEST FORM

SECTION A: To be completed by STUDENT

LAST (FAMILY) NAME	FIRST NAME	UC ID#
---------------------------	-------------------	---------------

Program Start and End Date (MM/DD/YY) From: _____ To: _____	SEVIS ID N00 _____
---	------------------------------

Requested OPT start date (mm/dd/yy) _____/____/____ <i>Must start within 60 days of degree completion.</i>

Please verify that you understand and accept the following items:

- All employment must be related to my major.
- I must not work before or after the dates printed on my EAD (Employment Authorization Document).
- I have not engaged in more than 12 months of **full-time** CPT at this degree level or a higher degree level. I have not engaged in more than 12 months of OPT at this degree level or a higher degree level.
- If I do not complete all requirements for the degree as determined by my Academic Advisor, I must immediately notify an International Student Advisor. I am also aware that a delay in completion of my degree may impact my application for Post-Completion OPT.
- If I accumulate more than 90 days of unemployment while engaged in Post-Completion OPT, I will be out of status. While I am engaged in the Post-Completion OPT period, I must update the following in the SEVP OPT Portal:
 - Any changes in residential local U.S. address (including telephone number and email)
 - Employment start date, employer name, and my physical work address.
 - Any changes in employment (including unemployment, change of employers, etc.)

I hereby confirm that the information I have provided in this application is accurate. I have read and understand the Post-Completion Optional Practical Training requirements.

Signature	Name (Please Print)	Date
------------------	----------------------------	-------------

SECTION B: To be Completed by ACADEMIC ADVISOR

The student listed above is applying for Post-completion Optional Practical Training (OPT). Post-completion OPT is work authorization granted by U.S. Citizenship and Immigration Services (USCIS) for F-1 students to work in a position related to their major field of study upon completion of their degree program. Immigration regulations require that a student apply for OPT no earlier than 90 days prior to finishing their degree and no later than 60 days after the completion of their degree.

Please complete the following information to help our office to determine whether the student is eligible to apply. Contact Office of International Education if you have any questions (internationaled@utica.edu or 315-792-3082). Thank you for your assistance.

Please return the completed form to the student for submission to Office of International Education.

The student will complete or has completed the following degree at Utica University:

Degree Level: _____ Bachelor’s _____ Masters _____ Doctorate

Primary Major

Secondary Major (if applicable)

Student’s expected term of program completion: _____

As the student’s Academic Advisor, I verify that the above stated academic information is accurate and understand that it will be used to ensure that the student’s request for Post-completion OPT is in compliance with federal regulations governing F-1 immigration status.

Advisor’s Signature

Date

Advisor’s Name (Please Print)

Position or Title

Department

Phone #

Email