



**OPT  
Request Form**

Before ESF students can submit OPT application materials to the Office of International Education, they must obtain a recommendation letter from their academic advisor (template on [OIE website](#)). This letter must then be submitted to the Office of Instruction (227 Bray Hall) for the Dean's endorsement. Graduate students seeking OPT prior to the completion of their degree, must provide evidence that the degree will be completed with a defense committee established and other degree requirements met (M.S. and PhD students) or all coursework completed.

**Please type information directly into form.**

Today's Date: \_\_\_\_\_

Received: \_\_\_\_\_

STUDENT INFORMATION										
Full Name on Passport		<div style="display: flex; justify-content: space-between; font-size: small;"> <span>Last</span> <span>First</span> <span>Middle</span> </div>								
SEVIS ID#	N	SU ID#				Birth Date (mm/dd/yyyy)				
Email Address				Alternate Email			Phone ( ) -	<input type="checkbox"/> Home <input type="checkbox"/> Cell		
U.S. Address:										
ESF ACADEMIC PROGRAM OF STUDY										
Degree Level	<input type="checkbox"/> Bachelor <input type="checkbox"/> Masters <input type="checkbox"/> PhD			Academic Major(s)						
I-20 Start Date	/ /		Have you maintained full-time enrollment status every semester? (Please reference Enrollment Certificate from the Registrar's Office) <input type="checkbox"/> Yes <input type="checkbox"/> No							
I-20 End Date	/ /		If no, indicate semesters & why: _____							
OPT REQUEST										
Type of OPT Requested: <input type="checkbox"/> Pre-Completion Start—Course work remaining <input type="checkbox"/> Post-Completion Start— Course work completed, thesis/dissertation remaining <input type="checkbox"/> Post-Completion Start—Degree completed by employment start date					Requested Duration of OPT		<input type="checkbox"/> Part-Time (20 hrs/week or less) <input type="checkbox"/> Full-Time (More than 20 hrs/week) (only option for post-completion OPT)			
Requested OPT Start Date			/ /		Requested OPT End Date			/ /		
Have you completed more than 12 months/364 days of full-time CPT? <input type="checkbox"/> No <input type="checkbox"/> Yes				Have you received prior OPT authorization? <input type="checkbox"/> No <input type="checkbox"/> Yes, at the			<input type="checkbox"/> Bachelor's level. <input type="checkbox"/> Master's level. <input type="checkbox"/> Ph.D.			
If known, Employer Name, Address, & Phone: (your physical work location)										

ESF OFFICE OF INTERNATIONAL EDUCATION USE ONLY		
<b>Student Submitted:</b> <input type="checkbox"/> Recommendation Letter Also Signed by Dean <input type="checkbox"/> I-765 and G-1145 <input type="checkbox"/> <i>OPT Student Responsibilities</i> <input type="checkbox"/> Copies of all previous I-20s (p. 1 & p. 2) <input type="checkbox"/> Copies of: passport, visa, I-94 <input type="checkbox"/> Photographs (2 with I-94 # & name on back) <input type="checkbox"/> Check for \$410.00 (Payable to Department of Homeland Security) <input type="checkbox"/> Proof of Health Insurance <input type="checkbox"/> Previously issued EAD copies (if applicable)	<b>Student Documents &amp; Status Reviewed:</b> <input type="checkbox"/> OPT Request Form <input type="checkbox"/> 1 Year in Status <input type="checkbox"/> Maintained Continuous Full-Time Enrollment (See Enrollment Certification) <input type="checkbox"/> I-765 Address <input type="checkbox"/> Pre-Completion vs. Post-Completion <input type="checkbox"/> Program of Study Accurate <input type="checkbox"/> Address Accurate	<b>Update to I-20:</b> <input type="checkbox"/> No Changes <input type="checkbox"/> Shorten I-20 to _____ <input type="checkbox"/> Extend I-20 to _____ <input type="checkbox"/> Program of Study to _____ <input type="checkbox"/> Address

**Notes:**



## OPT Student Responsibilities

While on practical training you remain in F-1 student status and thus must continue to abide by the rules and regulations governing your F-1 visa status. Please carefully read the statements below and place a check mark in the box next to each statement to acknowledge your understanding of it. Sign at the bottom of the page. Your check marks and signature indicate your understanding and agreement to abide by the statements made.

\*\*\* The Office of International Education reserves the right to a one-week time frame for reviewing and processing of any submitted requests. Student should anticipate OIE to take the full week and should expect to submit documents early in order to avoid potential complications.\*\*\*

\*\*\* If a student requests the extension of an I-20, OPT, or other time-limited visa status, all application materials and required documentations must be submitted to the Office of International Education for review and approval no later than 30 days in advance of the SEVIS deadline for submission of the application materials.\*\*\*

### Optional Practical Training (OPT)

- I understand that OPT has been recommended by the SUNY-ESF Office of International Education (on page 3 of my I-20) and that I must obtain OPT authorization from the U.S. Citizenship and Immigration Services (USCIS) in the form of an Employment Authorization Document (EAD Card) before I can begin employment.
- I understand that I am responsible for mailing my completed OPT application to the appropriate USCIS Lockbox/Service Center and that the Office of International Education will not mail applications or receive EAD cards.
- I understand that USCIS may refuse to grant OPT if I do not submit all of the required application materials or fail to provide copies of all of the I-20s that have been issued to me at all the schools I have attended during my F-1 student career.
- I understand that it may take USCIS up to three months to adjudicate an OPT employment request and that the Office of International Education is not responsible for the amount of time it takes for the USCIS to process my application.
- I understand that my USCIS OPT employment authorization is only for work directly-related to my field of study and engaging in non-related work is considered illegal employment and a violation of my F-1 status that may result in the termination of my SEVIS record.
- I understand that I am only eligible to work during the OPT authorization period indicated on my EAD card (unless I am eligible for and have a pending STEM extension request or H-1B petition filed with USCIS). I understand that I may not begin OPT employment until I receive my EAD card and it is on or after the start date of my OPT authorization period.
- I understand that OPT is employment-dependent and that an accrual of an aggregate of 90 days of unemployment during my initial post-completion OPT authorization period will result in the termination of my SEVIS record.
- I understand that my passport must be valid at the time of OPT authorization and it is my responsibility to maintain passport validity throughout the duration of my program of study, OPT authorization, and F-1 status in the U.S. I understand that I am responsible for maintaining health insurance coverage for myself and dependents while on OPT. I understand that in order to maintain F-1 status, I must report all changes of address, name, and employment to the Office of International Education within 10 days of the change so that my SEVIS record can be updated.
- I understand that (1) If I travel before my EAD card is issued that upon attempting to re-enter the U.S., I may be asked for evidence to show that I am looking for a job; (2) If I travel after my EAD card is issued, I can only re-enter the U.S. to RESUME employment, which means that I must already have a job or a job offer and thus must present documentation of this; and (3) If I travel while the EAD application is pending and the EAD card is issued prior to my return to the U.S., that I must have a job (and present documentation of this job) to re-enter the U.S. I understand that traveling outside the U.S. before receiving my EAD card and a job is risky. I accept all risk if I travel.
- I understand that it is my responsibility to obtain a travel signature from the Coordinator of International Education if I am going to travel outside the U.S. while I am on OPT. I understand that a travel signature is only valid for six months during the OPT authorization period.

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Student Signature

Date

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Office of International Education Signature

Date