OPT Student Request Form
(To be completed by the student)

Name: 

TU ID: 

E-mail: 

OPT Type:  
   □ Pre-completion OPT  OR  □ Post-completion OPT

Full-time or Part-time:  
   (Post-Completion must be full-time) 
   □ Full Time  OR  □ Part Time

OPT Start Date: 

OPT End Date: 

* Remember: You are eligible for 12 months of OPT per academic level. If you have used 12 months of full-time Curricular Practical Training (CPT) during your current program, you are no longer eligible for OPT; however, any less than 12 months of full-time CPT used does not deduct from your OPT eligibility. Any amount of part-time CPT does not deduct from OPT eligibility.

CHOOSING YOUR OPT DATES:
If you feel that you will be able to find employment quickly upon completing your program, you should pick an early start date. If you feel that you are going to take some time to find employment, you should pick a start date that is close to or at the end of your 60-day grace period.

After your Academic Advisor completes the OPT Advisor Form you must select the date you want the OPT to begin and end. Refer to the “Specific Date of Completion” your advisor listed on the form to determine your date preference.

You must select a requested beginning date and end date for OPT. It must be in date format: Month/Day/Year. “Sometime in June” or “early May” is not a date. The I-20 you need to apply for OPT cannot be generated by our office without a specific start and end date.

If you are meeting degree requirements, the start date must be within 60 days of the completion date indicated by your academic advisor on the OPT Advisor Form.

You may only apply for a total of 12 months full-time OPT (subtract any time you’ve already used). For example, if you will meet degree requirements on May 9th, the OPT can begin any day from May 10, 20XX through July 7th, 20XX.

You can go to the following website to calculate your dates: [http://www.timeanddate.com/date/duration.html](http://www.timeanddate.com/date/duration.html). If this link doesn’t work for you, do an internet search for “date calculators” and you’ll find one that does.