

A full review of OPT options and regulations can be found on www.ice.gov. Please read and familiarize yourself with these regulations and the timeline of your required next steps prior to completing this form. Your complete application for post-completion OPT must be received by USCIS before the end of your 60-day grace period (post-program end date). This request form is only the first step in the application process. You may submit your application as early as 90 days before your program end date.

Student Contact Information:

Student ID: _____ Today's Date: ____/____/____ I-20 Issued Program End Date: ____/____/____

First Name: _____ Middle Name: _____ Last Name: _____

Current Address: _____ City: _____ State: _____ ZIP: _____

Address while on OPT*: same as above I do not know yet my new address will be:

Street Address: _____ City: _____ State: _____ ZIP: _____

**Please note that on-campus housing is not available for post-completion OPT.*

Required to Report

While on OPT, you are required to report, in writing and within 10 days of change, the following information to a DSO:

- 1) Change in your legal name
- 2) Change in your U.S. home address
- 3) Changes in employment or interruption of employment (note: total days of unemployment during OPT is limited to 90 days)

OPT Types and Eligibility:

What type of OPT are you applying for:

- Pre-Completion OPT (prior to your program end date, must be part-time)
- Post-Completion OPT (after your program end date, must be full-time)

Have you completed one year of your (degree-seeking) program prior to the anticipated start of your OPT? Yes No

Have you ever participated in OPT, whether at Denver Seminary or through any other institution? Yes No

If your answer is yes, please describe your OPT experience: _____

Start date of previous OPT: _____ End date of previous OPT: _____

What is your preferred start date for your OPT?* month: ____/date: ____/year: _____

**Your official start date will be assigned by USCIS once your OPT is officially approved. You are not allowed to begin working until the official start date determined by USCIS.*

Employment Information:

Do you have an offer of employment at this time?

- Yes (please answer all information below) No (please report this information to DSO immediately when hired)

If you have been extended a job offer at this time, please attach a copy of your formal employment offer letter, preferably on organization-specific letter head. Your employment offer letter should include 1) your employer's name and address, 2) your supervisor's name and contact information, 3) your position title, 4) your expected work hours, 5) the financial compensation you will earn, and 6) a brief description of how your employer and your work are related to your course of study. This letter should be signed and dated by both you and your employer.

Name of Employer (name of church, organization, company): _____

Employer's Address: _____ City: _____ State: _____ ZIP: _____

Name of Supervisor: _____ Supervisor's Phone Number: _____

Your Job Title: _____ Is this a paid position (either salary or hourly)? Yes No

Will you be working part-time or full-time? Part-time (20 hours or less) Full-time (20 hours or more)

Explain how the employment will be related to your course of study at Denver Seminary: _____

Employment start date: ___/___/___ Employment end date: ___/___/___

Recognition of Responsibility

In completing and signing this request form, I agree to fully comply with all immigration regulations which apply to me as an F-1 student. I acknowledge that the next steps in the application process for OPT are my responsibility. I understand that I must comply with all employment regulations and that working without the proper authorization is a serious violation of my nonimmigrant status in the U.S. If I fail to comply with my responsibilities, I acknowledge that I may not be eligible for benefits normally granted to F-1 students and I may put my stay in the U.S. at risk.

Signature

Date

Next Steps

- After this form has been received and processed by a DSO, a new I-20 will be created for you. This I-20 will be mailed by you to USCIS as one part of your complete application.
- You can find complete information on filing your OPT application here: <https://www.uscis.gov/i-765>
- Complete OPT applications must be submitted to USCIS **within 30 days of receiving an updated I-20** from Denver Seminary
- Once you have received authorization from USCIS, an Employment Authorization Document Card (EAD) will be issued to you. Please bring this card to a DSO so that they can make a copy and place it in your file.