Optional Practical Training Request Form

- Fill out the entire form in clear handwriting or typed (preferred).
- Submit completed OPT Request Form and completed Form I-765 when requested by an International Student Advisor.
- For any questions regarding the forms or OPT process, please refer to the OPT Webinar, the Frequently Asked Questions sheet, or email ImmigrationOfficials@ce.uci.edu

Family Name:	First Name:
Student ID Number:	I-20 SEVIS ID Number:
Email Address:	Phone Number:
(IMPORTANT: Your "OPT Requested" I-20 will be mailed to this address for you to include with your OPT application.)	
Current Mailing Address:	
Have you applied to OPT before?	
Current Program (ACP, Internship, Other):	

Your Requested OPT Start Date: _____ /____ /2021
                              (MONTH / DAY / YEAR)

Recommended OPT Start Date - Choose a date between August 2, 2021 – August 10, 2021.

PLEASE NOTE: Recommended start dates above are only suggestions and do not guarantee that USCIS will make a decision on the application by the requested start date. Your OPT start date MUST be after current program end date and within 60 days of program end date. Please keep in mind when choosing you OPT start date, USCIS estimates 2.5 – 5 months of application processing time from the day USCIS receives your OPT application.

By signing below, you are confirm the following:

- ❑ I have been a certificate level student for 3 or more consecutive quarters at UCI DCE and this is my last quarter of study.
- ❑ I viewed the OPT Webinar and read the Frequently Asked Questions.
  - ▪ **Enter OPT Webinar Completion Code :** ___ ___ ___ ___ ___ ___
- ❑ I collected all the necessary documents listed on the OPT Checklist.
- ❑ It is my own responsibility to ensure my OPT application is complete prior to sending to USCIS.
- ❑ I understand the regulations required to maintain my F-1 status during OPT.

Student Signature: **Date**:

For Office Use Only	
Date Received:	
Application Complete?	
If no, what is missing?	
Staff Signature:	Date:

OPT APPLICATION CHECKLIST:

- ❑ **Complete 3 quarters in certificate level programs.**
  (You may use more than one certificate program to complete this requirement)

WHAT TO PREPARE PRIOR TO YOUR OPT APPOINTMENT:
(REMINDER: PHYSICAL copies of the documents listed below are required for your OPT application packet.)

- ❑ **Completed Optional Practical Training Request Form**
  (For UCI DCE office use only- do not include with your OPT application to USCIS)

- ❑ **Completed Form I-765 following the instructions from the OPT Webinar**

- ❑ **Copy of your unofficial transcript** (Available by logging into "My Account" at https://ce.uci.edu/)

- ❑ **Copy of 1st page of ALL certificate level I-20s that have been issued to you, including your current I-20.** (Copies of past ESL I-20s are not necessary)

- ❑ **Copy of valid passport**

- ❑ **Copy of F-1 visa**

- ❑ **Copy of I-94 arrival/departure record** (Find your I-94 record by visiting www.cbp.gov/i94)

- ❑ **TWO (2"x 2") passport type photos** (see important notes below)
  - Photos must have been taken within 30 days of your filing your application. Older photos will NOT be accepted by USCIS.
  - Write your first and last name **LIGHTLY** (in black pen or pencil) on the back of both photos.

- ❑ **Completed Form G-1145** (Optional)

- ❑ **A check or money order in the amount of $410 US Dollars, made payable to:**
  U.S. Department of Homeland Security
  (You may purchase a money order at a local grocery store)

AFTER YOUR OPT APPOINTMENT:

- ❑ **TWO Original Copy "OPT Requested" I-20s will be mailed to you**
  - You must **sign** the 1st page of both original copy "OPT Requested" I-20s.
  - You must include **one original copy** "OPT Requested" I-20 with your OPT application to USCIS.
  - You must **keep** the 2nd "OPT Requested" I-20 as your valid and updated I-20. It is valid through your OPT period once approved by USCIS.

IMPORTANT REMINDERS:

- **DO NOT travel outside of the U.S. while your application is in process. Please contact an International Student Advisor before you make any travel arrangements.**
- **You must apply for OPT at the beginning of your final quarter. You cannot apply for OPT after you have finished your studies.**