

OPTIONAL PRACTICAL TRAINING (OPT) REQUEST COVER SHEET

Attention: Do not staple the forms. Use paper clips only.

APPLICANT INFORMATION			
Last Name		First Name	
SF State Student ID		SEVIS ID	
Phone		SF State E-mail Address	@mail.sfsu.edu
APPLICATION CHECKLIST			
<i>Please submit the following documents along with this form:</i>			
1.	A blank envelope (at least 9 inches by 11 inches) envelope – the envelope must be big enough to fit all your OPT application materials. Your application will not be processed by OIP without a blank envelope		
2.	Completed and signed Optional Practical Training Authorization Form (2 pages)		
3.	TYPED , completed & Signed Form I-765 (Sign in black ink)		
4.	Original or photocopy of your most current I-20		
5.	Photocopy of the identification page(s) in your passport (must include name, current expiration date, and photo)		
6.	I-94 admissions verification printout from http://www.cbp.gov/i94 (If you entered the U.S. prior to April 30, 2013, provide a front and back copy of the I-94 card stapled to inside of your passport)		
Additional Documents	For students who have previous OPT authorization at any U.S. schools, including SF State: Photocopies of your previous EAD(s)		
	For students who have previous CPT authorization at SF State: Photocopies of pages 1 and 2 of any I-20 form which shows CPT authorization		
METHOD OF PICK-UP			
<i>Please select your method of pick-up:</i>			
<input type="checkbox"/>	I would like to pick up in person. (Please bring a photo ID.)		
<input type="checkbox"/>	I give permission to the following individual to pick up my documents:		
<input type="checkbox"/>	Please mail to (Print clearly):		
OFFICE USE ONLY			
Front Desk	<input type="checkbox"/> No missing documents	<input type="checkbox"/> Typed I-765 and signed properly in black (not touching the line)	<input type="checkbox"/> OPT request form completed and signed by an Academic Advisor
Date Received		Due Date	Received By
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	By	Date
Note			<input type="checkbox"/> Emailed <input type="checkbox"/> Document Sent