



Optional Practical Training (OPT) Authorization Request Form

Email to f1@sfsu.edu from your SF State email address. Requests are processed within 5 business days.

We accept digital signatures, scanned copies, and high resolution/clear pictures of the completed form.

Student Information section containing fields for Last Name, First Name, SF State Student ID, I-20 SEVIS ID, Phone, Personal Email, Major, Second Major, Passport Expiration Date, I-94 Number, Degree level, and Expected Graduation.

OPT Request Information section containing fields for Requested OPT Start date, Requested OPT End Date, and Type of OPT with checkboxes for Post-Completion, Spring/Fall Pre-Completion, and Summer Vacation OPT.

ACADEMIC INFORMATION (THIS SECTION MUST BE COMPLETED BY YOUR MAJOR ACADEMIC ADVISOR)
*UNDERGRADUATE BUSINESS AND HTM MAJOR STUDENTS MUST GET A SIGNATURE FROM BUS 112.

I verify that the student is currently in good academic standing and is making normal progress toward the degree.

Which semester is the student expected to graduate from SF State? with checkboxes for Spring, Summer, Fall, and Year.

By signing, I hereby confirm that the information provided in this section is true and correct.

Advisor's Signature, Advisor's Name (Print), Department, Email, and Date fields.

OIP Office Use Only section containing Date received, Processed Date, Processed By, and Scanned By fields.

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APPLICANT REQUIREMENTS AND RESPONSIBILITIES (COMPLETED BY STUDENT)

I have reviewed and understood the resources and my responsibilities provided on oip.sfsu.edu/opt

Before submitting documents to OIP

I understand all the application steps listed under “OPT Resources” and “Applying for OPT”

I have completed the [OPT quiz](#). Date Completed: _____

After receiving OPT requested I-20 from OIP

I will file my Form I-765 online with my OPT Requested I-20 and all the supporting documents (including payment and photos) to USCIS immediately using the instructions provided by OIP

I understand my application will be denied if it is not received by USCIS within 30 days of OPT SEVIS entry date (count from the date you submit the request to OIP)

After filing documents to USCIS online

I understand the information under “Waiting for OPT Approval”

After OPT is approved

I understand the information under “After OPT Approval”

I will violate my F-1 legal status if I do not report any changes to my employment within 10 days.

Travel after applying for OPT

I understand the information under “Travel While on OPT” on oip.sfsu.edu/travel

ACKNOWLEDGEMENT AND STUDENT SIGNATURE

I have read and understand the above requirements. It is my responsibility to abide by the OPT regulations and to maintain F-1 status. Failure to abide by the requirements will terminate my F-1 status and my ability to work and otherwise remain in the U.S.

Student Signature:

Date: