

OPT Request Form

SAN FRANCISCO STATE UNIVERSITY

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT
DIVISION OF INTERNATIONAL EDUCATION
OFFICE OF INTERNATIONAL PROGRAMS

1600 Holloway Avenue | San Francisco, CA 94132
Office: 415/338-1293 | Fax: 415/338-6234
Email: oip@sfsu.edu | URL: http://oip.sfsu.edu

OPTIONAL PRACTICAL TRAINING (OPT) REQUEST FORM

APPLICANT INFORMATION (THIS SECTION MUST BE COMPLETED BY STUDENT)

Last Name:		First Name:	
SF State Student ID:		SEVIS ID:	
Phone:		SF State E-mail:	@mail.sfsu.edu
Major:		2 nd Major:	

Level of Study: Bachelor's Master's Certificate

Have you been authorized CPT in the past? No Yes

Are you currently employed on campus? No Yes - Please read the applicant requirements and responsibilities carefully.*

Requested OPT Period: Start Date: End Date:

Part-Time Full-Time

Student's Signature: Date:

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 making normal progress toward the degree.

Which semester is the student expected to graduate from SF State? Spring Summer Fall 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: Date: Phone:

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- This is a fillable PDF. **You must TYPE this form.**
- Complete the “Applicant Information” section and sign it.

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Last Name:	First Name:	
SF State Student ID:	SEVIS ID:	
Phone:	SF State E-mail: @mail.sfsu.edu	
Major:	2 nd Major:	
Level of Study: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Certificate		
Have you been authorized CPT in the past? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Are you currently employed on campus? <input type="checkbox"/> No <input type="checkbox"/> Yes - Please read the applicant requirements and responsibilities carefully.*		
Requested OPT Period:	Start Date:	End Date:
<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time		
Student's Signature:	Date:	

ACADEMIC INFORMATION (THIS SECTION MUST BE COMPLETED BY YOUR MAJOR ACADEMIC ADVISOR)
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I verify that the student is currently is making normal progress toward the degree.

Which semester is the student expected to graduate from SF State? Spring Summer Fall Year

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Advisor's Signature:	
Advisor's Name: (Print)	
Department:	
Date:	Phone:

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- The “Academic Information” section must to be completed and signed by your Academic Advisor at Major Department - Not the Advising Center in Administration Building Room 211.
- **Business and HTM major:**
This form must be signed by the advisor in Student Services Center, College of Business (Room 112), not your faculty advisor.
- **MBA/MSA major:**
This form must be signed by Christopher Kingston, Director of Student Services, Business Graduate Programs.

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APPLICANT REQUIREMENTS AND RESPONSIBILITIES	
Please review the requirements and responsibilities below:	
<ul style="list-style-type: none">I have viewed the OPT Information and Application Workshop through the OIP web link at http://oip.sfsu.edu/opt, and I confirm that I have met all OPT requirements.OPT will be recommended by OIP on a new I-20 form. This does not guarantee that US Citizenship and Immigration Services (USCIS) will approve of my OPT request.I cannot work on campus beyond my program completion date or the last day of finals, whichever comes first.*I cannot start to work until I received the Employment Authorization Document (EAD) and the start date indicated on my EAD has met.I am only allowed to work in my field of study only during the dates specified on the EAD.I ensure that the information provided in my OPT application is accurate.I must pick up my OPT application from OIP within 10 working days, and mail it to USCIS immediately. My application will be denied if it is not received by USCIS within 30 days of I-20 issue date.My passport must be valid all the time during my stay.I must maintain health insurance coverage for myself and dependent(s) during my OPT.OPT will be automatically terminated if I transfer to another school or start a new degree program.I cannot be unemployed for more than a total of 90 days during my entire 12 month OPT period, including periods between jobs. It is my responsibility to report my employment through the OPT reporting form at http://oip.sfsu.edu/optreportingI must report any changes in the following information within 10 days through the OPT reporting form at http://oip.sfsu.edu/optreporting<ul style="list-style-type: none">Legal name, residential or mailing address, employer name and address, status of current employment/practical training experience, loss of employment.It is my responsibility to obtain a travel signature from OIP if I am going to travel outside the U.S. while I am on OPT. A travel signature is only valid for 6 months. I must have both a valid F-1 student visa and passport in order to re-enter the U.S.I understand that:<ul style="list-style-type: none">If I travel before the EAD is issued, then upon my attempt to re-enter the U.S. I may be asked for evidence to show that I am looking for a job; andIf I travel after my EAD is issued I can only re-enter the U.S. to RESUME employment, which means that I must already have a job or a job offer; andI acknowledge that if I travel while the EAD application is pending and the EAD card is issued prior to my return to the U.S., that I must have a job upon my re-entry to the U.S.	
ACKNOWLEDGEMENT AND SIGNATURE	
<i>I have read, and now understand the above requirements. It is my responsibility to abide by the regulations governing the OPT and to maintain F-1 status. Failure to abide by the requirements will terminate my F-1 status and thus my ability to work and otherwise remain in the U.S.</i>	
Student Signature:	Date:
<input type="text"/>	<input type="text"/>

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Read the “Applicant Requirements and Responsibilities” on the 2nd page of the OPT Request Form **carefully** and sign in the signature box.

