

Phone: 413-559-5770

E-mail: iss@hampshire.edu

OPTIONAL PRACTICAL TRAINING (OPT) REQUEST FORM

IMPORTANT: OPT applications will not be accepted by International Student Services (ISS) unless the student has attended or viewed an OPT workshop.

Full Name: _____ ID #: _____

Requested OPT Dates: Start Date: _____ End Date: _____

*Start Date must be within 60 days of your program end date.

I am applying for:

☐ POST-COMPLETION OPT (you must read and sign the post-completion agreement on page 2 of this form)

Have you ever been approved for CPT before?

☐ Yes ☐ No

USCIS requires that all previous periods of OPT and CPT be listed on the I-765.

Please describe (in 250 words or less) your proposed practical training employment and how it is related to your field of study:

(*SAMPLE) I studied business administration and management at Hampshire College and will receive a Bachelor's Degree in Business on May 16, 2023. I am looking to find employment that enables me to put my knowledge of administration and management in practice and gain valuable experience in American methods of business administration.

Applicants for post completion OPT must complete and sign the statement below:

Post-Completion Optional Practical Training (OPT) Agreement

By signing below, I understand that it is my responsibility to maintain health insurance coverage while on post-completion OPT.

I understand that if I receive authorization from the U.S. Citizenship and Immigration Services (USCIS) for post-completion Optional Practical Training (OPT) employment authorization, I am responsible for maintaining my lawful F-1 immigration status in the United States by meeting the following requirements:

- Pursuing employment in a job directly related to my field of study and commensurate with my level of education.
- Not exceeding the 90-day limit on unemployment during any period of post-completion OPT authorization.
- Reporting a change of my residential address to the ISS office within 10 days of moving to the SEVP Portal to update my information in the Student and Exchange Visitor Information System (SEVIS).
- Reporting the name and address of my employer(s) to the SEVP Portal within 10 days of my employment so ISS can update my OPT information in the SEVIS system.
- Contacting the ISS office if I need to transfer to another institution, change my visa status, or complete my stay as an F-1 student in the United States.
- If I am an eligible STEM degree student and wish to apply for STEM extension of my OPT work authorization, I will contact the ISS office before my current Employment Authorization Document (EAD) expires.
- Keeping my passport valid for six (6) months at all times.
- Obtaining a travel signature before returning to the United States for any travel outside of the country. If I travel while waiting for the I-765 application to process, I understand that my application will be rejected.
- Submitting required tax forms and pay any taxes due.
- Send my OPT application into USCIS within the required timeframe. This includes making sure that USCIS receives my application within 30 days of my OPT I-20 issuance date and no earlier than 90 days before, and no later than 60 days after my program completion date.
- To list all previous periods of OPT and CPT from this current and any past degrees correctly on the I-765.
- Ensure your OPT application is complete and correct.

My signature below confirms that I understand and agree that if I fail to meet any of the requirements indicated above, then I may jeopardize my legal status in the United States.

Signature: _____ Date: _____

Please email your completed OPT Request Form as part of your application for OPT to the ISS office at iss@hampshire.edu. Completed requests will be processed within 5 business days. Incomplete request forms will not be accepted.