F-1 OPTIONAL PRACTICAL TRAINING (OPT) REQUEST

Complete this form in its entirety and submit it to the Office of International Services if you are an F-1 student requesting a recommendation for Optional Practical Training.

A. YOUR INFORMATION

Name: ___________________________________________ ID#: ________________________

Department / Major: ____________________________ Email: ________________________

Degree Level (circle one): MA / MS / EdM / EdD / PhD Tel: ________________________

I will complete / have completed all coursework for my degree by: ____________________ (date)

I will complete all degree requirements by: ____________________ (date)

B. YOUR REQUEST

I am requesting the following recommendation for OPT:

1. I am requesting: [ ] Pre-completion OPT (before completion of degree requirements)
   [ ] Post-completion OPT (after completion of all degree requirements)

2. Check One: [ ] Full-time (More than 20 hours per week)
   [ ] Part-time (20 hours per week or less)

   NOTE: full-time OPT is permitted during the following situations ONLY: (a) during the annual summer vacation period; after all coursework requirements for the degree (but before the final thesis project or dissertation) have been completed; or (c) after all degree requirements (including the final thesis project or dissertation) have been completed.

3. I would like to work from _______________ (start date) to _______________ (end date).

4. Please describe, briefly, the type of training you are looking for or intend to pursue (e.g., school psychologist, technology specialist, etc.). You do not need to have a specific job offer or employment position to apply for Optional Practical Training, but keep in mind that any training your pursue must be related to your field of study.

   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________

5. Were you ever authorized for Optional Practical Training in the past? [ ] Yes [ ] No
   If yes, please indicate date(s) of authorization, which school you were attending when you were authorized, and whether it was full-time or part-time:

   __________________________________________________________________________________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________

6. Were you ever authorized for 12 months or more of full-time curricular practical training (CPT) in the past? [ ] Yes [ ] No
   If yes, please speak to an advisor at International Services.

SEE REVERSE PAGE >>>
C. TERMS AND CONDITIONS

Your request for Optional Practical Training will be processed as long as you accept certain terms and conditions. Please review the following and sign at the bottom.

____ PROVIDE A PHOTOCOPY OF YOUR EAD CARD TO THE OIS. Your application for Optional Practical Training (OPT) will take from 60 to 90 days after your application is received by the USCIS. You will receive an Employment Authorization Document (EAD) card at the mailing address indicated on your I-765 application form. Upon receiving your EAD card, you are required to bring it to the Office of International Services so that we may make a photocopy for your immigration files. If you wish, you may arrange to send a photocopy directly to us.

____ NOTIFY THE OIS OF ANY ADDRESS CHANGE. If you move while you are on OPT, you are required to notify us of your new residential address by e-mailing us at tcintl@columbia.edu or calling us at (212) 678-3939. Update the OIS within 10 days of any move. Also inform us of any changes to your e-mail or other contact information, so that we may send you important information as necessary.

____ NOTIFY THE OIS IF YOU DISCONTINUE OR TERMINATE YOUR OPT BEFORE THE END DATE OF YOUR EAD CARD. Your OPT is terminated if you (a) change to another immigration status; (b) leave the U.S. with the intention of relinquishing the remainder of your OPT; (c) abandon your intention to pursue employment related to your field of study; (d) obtain a new I-20 for the purpose of beginning a new full-time program of study at TC or another school. We are required to make the appropriate update to your immigration records in the event any of these take place.

I have read and understood the terms and conditions of obtaining a request for Optional Practical Training, and agree to abide by them.

______________________________________________________________________________

Your Signature       Date