



# OPT Request Form

*Before completing this form, make sure you have completed the International Admissions Graduation Checklist and Exit Survey, the steps to graduate in WebAdvisor, that you have all prior I-20s in your possession, and have gathered the documents needed on the Checklist for OPT. This request for OPT should be made 30 days before graduation.*

Student Name:			TCC ID Number:	
TCC Email Address:				
SEVIS Email Address:				
SEVIS ID:	N00	I-20 Expiration Date*:		
Name of Degree:	Degree must be active in WebAdvisor, match your I-20, and be set for completion			
Current Semester Enrolled:		Expected Graduation Date:		
Number of Courses in Progress to Complete Degree:				

*\*If your I-20 is not currently expiring, it will be shortened to reflect your graduation date. Your 60-day grace period will then begin at the end of the current term.\**

In order to issue the I-20 and OPT letter, you must answer the following 3 questions:

1.

What date do you want to request your OPT to begin**?	
<p><b>**You must select a day during your 60-day grace period (60 days after I-20 end date/graduation).**</b></p> <p><i>Please Note: This is a request date and may be changed by USCIS if you are approved for OPT. You must request your OPT to start before your 60 days after I-20 ends. USCIS response time is about 2-4 months to review OPT applications.</i></p>	

2.

What specific job title will you be seeking? (See below)	
<p>You must list at least 2 jobs <b>related to the degree you will be completing.</b></p> <ul style="list-style-type: none"> <li>• Visit <a href="http://www.dhs.gov">U.S. Department of Labor</a> and search by occupation <ul style="list-style-type: none"> <li>○ Provides list of job titles</li> <li>○ Each job title will provide more information including work activities and education <ul style="list-style-type: none"> <li>▪ Provide program CIP codes and job titles in the blanks below <ul style="list-style-type: none"> <li>• Ex: 41-2031.00- Retail Salesperson</li> </ul> </li> </ul> </li> </ul> </li> </ul>	
Job Title 1:	
Job Title 2:	

3.

What company do you want to work for?	
<i>You must list at least one company.</i>	
Company Name:	

Additional Comments:

Student Signature:		Date:	
Student Name:		TCC ID Number:	

Please email the completed form to [internationaladmissions@tccd.edu](mailto:internationaladmissions@tccd.edu) with the following subject line:

**OPT Request (TCC ID #)**

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<b>FOR INTERNATIONAL ADMISSIONS OFFICE USE ONLY:</b>			
Date Received:		Processed by:	
<input type="checkbox"/> Request Approved	<input type="checkbox"/> Request Denied	<input type="checkbox"/> More Information Needed	
Notes/Comments:			
Date Processed:		Processor's Initials:	
Student Notified:			