



OPT Request Form

Before completing this form, make sure you have completed the International Student Admissions & Compliance 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.

Name: _____ TCC Student ID#: _____

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 4 questions:

1. **What date do you want to request your OPT to begin?** _____
 - a. *You must select a day during your 60-day grace period (60 days after I-20 end date/graduation)*
 - b. *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.*
2. **What type of employment hours are you requesting?**
 - a. (Check One) **Part-Time (PT)** _____ **Full-Time (FT)** _____
(1-20 hours/week) (21-40 hours/week)
 - b. *If you decide to do Part-Time employment, then you can only do Part-Time employment. If you decide to do Full-Time employment, then you can only do Full-Time employment. Any Part-Timer that is doing Full-Time employment will be in violation. Any Full-Timer that is doing Part-Time employment will be in violation.*
3. **What Specific job title will you be seeking? (See Below)**
 - a. You must list at least 2 jobs related to the degree you will be completing.
 - i. Visit [U.S. Department of Labor](https://www.dhs.gov/e-verify/) and search by occupation.
 1. Provides list of job titles.
 2. Each job title will provide more information including work activities and education.
 - a. Provide program CIP codes and job titles in the blanks below:
 - i. Ex: 41-2031.00-Retail Salesperson
 - ii. **Job Title 1:** _____
 - iii. **Job Title 2:** _____

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4. What company do you want to work for? _____
- a. You must list at least one company.
- b. Company Name: _____

Additional Comments:

Student Signature: _____ Date: _____

Please email the completed form to internationaladmissions@tccd.edu with the following subject line:

OPT Request (TCC ID #)

FOR INTERNATIONAL STUDENT ADMISSIONS & COMPLIANCE USE ONLY:			
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:			