



# 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.

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:** \_\_\_\_\_

Continued on Next Page

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

**Additional Comments:**

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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**OPT Request (TCC ID #)**

FOR INTERNATIONAL ADMISSIONS OFFICE 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:			