GORDON ✠ CONWELL
THEOLOGICAL SEMINARY

Optional Practical Training (OPT) Request Form

Please read all of the OPT Information Forms that you received from your International Student Advisor so you are familiar with the regulations about OPT. Then, **please complete this form and submit it to the International Student Advisor**:

_____
Name   GCTS ID #   Date   GCTS Box #

_____
Degree(s)   Anticipated Last Semester*

Please note: You are eligible for OPT up to 90 days prior to your last day of school and up to 60 days after. The graduation date is not applicable.

Your address while on OPT: ☐ I don't know yet*   ☐ New address:

_____
Street   City   State   Zip Code

Please note: You are required to notify the International Student Advisor of any change of address within 7 days of the change. OPT students are not allowed to live in on-campus housing.

What type of OPT are you applying for?   ☐ Post-completion OPT (after you complete your program of study)
                                                ☐ Pre-completion OPT (before you complete your program of study)

Please note: Post-completion OPT is the most common used by GCTS students. It must be 20 hours or more per week, and can be paid or unpaid. Pre-completion OPT reduces the amount of time allowed for post-completion OPT (not recommended).

When would you <u>like</u> to begin your OPT?   _____/_____/_____ (your preferred start date for OPT)
                                                     Month   Day   Year

*Please note: The start date must be <u>after the I-20 end date</u>. **Official dates will be determined by USCIS, and written on your EAD card (Employment Authorization Document).** You are not authorized to begin work until the dates determined by USCIS. Your EAD card clearly states your official OPT start and end date. Your International Student Advisor will note in SEVIS what your <u>preferred</u> start date is (what you write here), and USCIS will let you know what your <u>official</u> start date is (written on your EAD card). **You must wait until you receive your EAD card to begin work.***

Have you finished at least 1 year of full-time, degree-seeking coursework at GCTS? ☐ Yes   ☐ No

Have you ever participated in authorized OPT before, either at GCTS or another school? ☐ Yes *(see below)* ☐ No

If yes, then describe the previous OPT. Please include the start and end date of previous OPT.

_____

Your employer for OPT: ☐ I don't know yet*   ☐ Employer name & address:

_____
Employer Name (e.g., church or company name)   Street   City   State   Zip Code

Please note: Days of unemployment during official OPT period is limited to a maximum of 90 days.

Last Update: December 13, 2016

Your position (job title) for OPT: ☐ I don't know yet ☐ Position (job title):_____

Your supervisor's name for OPT: ☐ I don't know yet ☐ Supervisor's Name: _____

How many hours per week will you work? ☐ "Full Time" (20 or more hours per week)
☐ "Part Time" (fewer than 20 hours per week)

Please note: Post-completion OPT must be "full time." Pre-completion OPT may be "part time" or "full time."

Will you be financially compensated on OPT? ☐ Paid position (either on salary or paid as an hourly worker)
☐ Unpaid position, or unpaid position with a stipend

Please note: OPT may be either "paid" or "unpaid."

Briefly explain how the OPT employment is related directly to your program of study:

_____

_____

Please read, sign, and date:
I acknowledge that it is my responsibility to comply with all immigration regulations which apply to F-1 students, including employment regulations. Working without the proper authorization is a serious violation of my nonimmigrant status in the U.S. If I fail to comply with my responsibilities, I acknowledge that I may not be eligible for benefits normally granted to F-1 students and I may jeopardize my stay in the U.S. [Please sign below indicating you willfully comply with these, and all other F-1 regulations.]

_____

Student Signature **Date**

* *

➢ **Submit this form to your International Student Advisor. Please note that this is only one step in the process for applying for OPT.** After receiving this form, your International Student Advisor will create a new I-20 for you, which notes that you are applying for OPT. You will mail this I-20 to USCIS as one part of your complete OPT application.

➢ If you have a job offer already, **please attach** a copy of your formal **employment offer letter**, preferably on letter head. The letter should include employer name and address, your position, supervisor name, your expected hours, financial compensation, and brief description of job and how it relates to your degree). The offer letter should be signed by your employer and dated.

IMPORTANT DEADLINE:
Your complete application for post-completion OPT must be received by USCIS
before the end of your 60-day grace period, which comes after your program end date.
You may submit your application for OPT to USCIS as early as 90 days before your program end date.