



**Coastal Carolina University**  
Office of International Programs & Services  
Singleton Building, Room 113

## F-1 Optional Practical Training Request Form

Please complete this form and submit it with your OPT Application for Employment Authorization to the OIPS.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

CCU ID# or Social Security #: \_\_\_\_\_ Major: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ SEVIS#: N \_\_\_\_\_

Local U.S. Address: \_\_\_\_\_ Phone#: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Have you completed at least one academic year of study?  Yes  No

Engaged in OPT before?  Yes  No (Dates: \_\_\_\_\_ to \_\_\_\_\_)

*Note: Immigration regulations require that Optional Practical Training be used by students for employment directly related to the student's field of study for a period of time not to exceed 12 months per degree level.*

Name of OPT Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Position/Title to be Held: \_\_\_\_\_

Proposed Practical Training Dates: Beginning \_\_\_\_\_ Ending: \_\_\_\_\_

(For post-graduation OPT the begin date must be within 60 days from the program end date listed on your I-20)

### Application Checklist:

- I-765 Application  OPT Fee (\$340)-make check payable to Dept. of Homeland Security
- Passport and I-94 card  Two Passport Size Color Photos (see enclosed instructions)
- Current I-20 Form  F-1 Optional Practical Training Request Form

Please review all instructions included in the application packet. Your application for employment authorization will be mailed to the Texas Service Center in Mesquite, Texas. The processing time is approximately 8-12 weeks, however during peak times it could be longer. Your EAD card will be mailed to the address you list on the application. Be sure that you will be at this address for at least six months after you submit the application as this type of mail **will not** be forwarded. Also be aware that traveling abroad while waiting for approval of your OPT is risky and should be wisely considered. You may apply and interview for potential employment opportunities, however you **ARE NOT** legally permitted to begin work until you have your EAD card. Please express all questions regarding OPT to the Office of International Programs & Services.

**I have read and understand the information stated above:**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

OIPS:  Post-Completion  During Academic Yr.  School Vacation  Full-Time  Part-Time