MONROE COLLEGE
International Student Services

OPT REQUEST FORM FOR F-1 STUDENTS

_____ _____ _____
First Name   Last Name   Monroe ID #

_____
Physical Address in the U.S. (Building number, street name, apartment/floor/suite number, city, state, and zip)

_____   _____
Email Address   U.S. Cell Phone Number

Academic Program (check one): ◯ Certificate   ◯ Associate   ◯ Bachelor   ◯ Master's

SEVIS ID Number (top left corner of I-20):   N _____

Major: _____

Semester and year you are completing your program: ◯ Fall 20_____   ◯ Winter 20_____   ◯ Spring 20_____

Please list any previous OPT or full-time CPT which you have been granted: _____

_____

This form must be signed by the bursars office. Please email to **nrbursar@monroecollege.edu**

Bursar Representative Name:_____

Bursar Representative Signature: _____   Date:_____

ACADEMIC ADVISOR OR DEPARTMENT CHAIRPERSON RECOMMENDATION

This student is applying for permission to obtain practical training in a position directly related to his or her academic program.
- Student's expected completion date: ◯ Fall 20_____   ◯ Winter 20_____   ◯ Spring 20_____
- Please attach a degree audit (EVAL)

I confirm that this student is expected to complete his or her academic program on the date listed above. I recommend the student for practical training in a position directly related to his or her academic program.

_____   _____
Advisor or Chair Signature   Date

OPT APPLICATION STEPS:
- OPT Request Form with Bursar's signature: email Bursar at nrbursar@monroecollege.edu and await the response and signature on Form
- Complete the "Request a Start Date Form"
- Request your Academic Evaluation from your Academic Advisor
- Complete G 1145 at **www.uscis.gov/g-1145**
- Complete I 765 at **www.uscis.gov/i-765**

- All copies of all I 20s all 3 pages of each I 20
- Copy of passport page with your photo
- Copy of the visa page in your passport
- Email documents as attachments to **phperoune@monorecollege.edu**. You may have to send several emails as the inbox could accept 4mb of attachments. Please DO NOT send photos of documents, google docs or zip files.

Please continue on to the next page.

OFFICE OF STUDENT SERVICES
Main Hall, 434 Main Street, New Rochelle, NY 10801 • 914.740.6420 • monroecollege.edu

CHOOSE AN OPT START DATE

Eligible F-1 students can apply for 12 months of full-time OPT. You must choose a date to begin your OPT authorization period. Your start date must fall after the final day of your academic program and before your 60-day post-completion grace period ends. What date would you like to begin your employment? (Please note that this start date is not guaranteed. Your actual start date will be determined by the USCIS)

Month _____ Day _____ Year _____

STUDENT CERTIFICATION

☐ I will report changes to my physical address; employment or enrollment status; and any changes or requested changes to my F-1 status to a *Designated School Official* (DSO) **within 10 days**.

☐ My OPT position must be directly related to my field of study. I am responsible for finding and obtaining an appropriate OPT position.

☐ My OPT application must be received by USCIS **within 30 days** of the date my DSO recommends me for OPT in the SEVIS database.

☐ If I choose to travel at any point after applying for OPT, my return to the U.S. is at the discretion of *U.S. Customs and Border Protection* (CBP) and cannot be guaranteed.

☐ I may begin work only after I receive my OPT card and only during the validity period printed on my card. When I get my OPT card, I will provide a copy of the card to a Monroe College DSO. **I will not work without pay while I wait for my OPT to begin**.

☐ I cannot be unemployed for **more than 90 days (total)** once my OPT authorization begins.

☐ I understand that I cannot be on OPT and study at the same time. If I decide to take classes toward a new program, I will notify a DSO immediately; qualify for a new I-20 for my new program; and enroll as a full-time student again. **Taking classes while on OPT** *cancels OPT*.

☐ When my OPT authorization ends I understand that I have **another 60-day grace period** to pursue one of the options below. If I make any other arrangements, I will notify a DSO.

   • Enroll full-time in a new program with Monroe College and qualify for a new Form I-20

   • Complete the process to transfer my SEVIS record to another school

   • Depart the U.S.

☐ I understand that issuance of the DSO recommendation and I-20 is not a guarantee of approval for employment. I am responsible for submitting a complete application package to USCIS including the Form I-765, required fee, and supporting evidence.

_____   _____
Student Signature   Date