



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021
(972) 883-4189 ISSOCurrent@utdallas.edu

Optional Practical Training (OPT) I-20 Request Form

Student Name: _____ Date of Birth: _____

Email Address: _____ UTD ID: _____

A. Select the type of OPT you will request.

- Pre-Completion OPT:** Starting and ending prior to completion of coursework
- Coursework Completion OPT:** Starting after completion of coursework but before dissertation or thesis
- Pre-Completion Post-Completion

B. Enter the OPT Date Information. You may request a maximum of 12 months of OPT per academic level.

OPT Start Date: _____ OPT End Date: _____

Select Full Time or Part Time. (Note: Post-Completion OPT must be Full Time.) Full Time Part Time

C. Program Completion Information.

If you have not applied for graduation or you will graduate in absentia, your academic advisor will need to sign this section.

Select the option below if you are applying for Pre-Completion OPT

I **HAVE NOT** applied for graduation. I will complete my program on: _____ (mm/dd/yyyy)

Select the options below if you are applying for Coursework Completion OPT.

I will complete my thesis/dissertation on: _____ (mm/dd/yyyy)

I **HAVE NOT** applied for graduation. I completed all my coursework on: _____ (mm/dd/yyyy)

Academic Advisor's Name: _____ Phone: _____

Academic Advisor's Signature: _____ Date: _____

D. Select the option that applies to you. F-1 regulations state that a student with a year (365 days) or more of Full-Time CPT at the same educational level is not eligible for OPT.

I have had less than a year of full time CPT I have had a year or more of full time CPT

E. Enter the payment information for the Practical Training fee. Pay the \$100 practical Training fee before submitting this form or your I-20 will be delayed. Pay online at: utdallas.edu/isso/ptfee.

Order # Look in the subject line of your email receipt: _____ Payment Date: _____

F. Submit your OPT I-20 Request to the ISSO with COPIES the following documents:

- **EAD Card.** Only if you received an EAD in the past.
- **Completed I-765 form.**
If in the I-765 form you choose the EAD card to be mailed to the UT Dallas ISSO, you authorize ISSO staff to open USCIS correspondence and make a copy for your file. Download the form at: <http://www.uscis.gov/files/form/i-765.pdf>.

- **In Person:** Submit to the ISSO during office hours. Monday - Thursday, 8:00am to 6pm. Friday, 8:00am to 5pm.
- **By Email:** (additional paper copies are not required): Submit to ISSODocuments@utdallas.edu. Verify that the total size of attachments in one e-mail is not larger than 5MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF, JPEG or DOC format.

Student Signature: _____ Date: _____