

12-Month OPT I-20 Request

Today's Date: _____ Gender: _____

Family/Last Name: _____ First Name: _____

USC ID Number: _____ SEVIS Number: **N00**

First Semester at USC: _____ Date of Birth: _____

Telephone Number: _____ Degree Objective: Bach Master PhD Other: _____

Field of Study: _____ Citizenship: _____

Expected Graduation: _____ Email Address: _____

Local U.S. Address: _____

Please indicate the requested OPT type and start/end dates:

Pre-completion OPT

- Full-Time* Part-Time

**For full-time pre-completion OPT, a departmental memo is required to verify completion of coursework (excluding thesis or dissertation)*

Post-completion OPT (Full-Time only)

Requested OPT Start Date: _____ **Requested OPT End Date:** _____

Have you previously completed OPT and received an EAD card? If yes, for what level of degree?

- Bachelors Masters Doctoral Other, please specify: _____

Important Reminders:

- Academic Advisor signature required on Graduation Verification below. Dual major students must have both departments verify graduation
- Attach photocopy of PAGE 1 of most recent I-20
- Submit completed request form to OIS front desk for processing
- Return to OIS in 7 business days after submitting application to pick-up OPT I-20. A checklist of what to assemble and send to USCIS will be attached to new I-20

Academic Advisor Graduation Verification

The student above has presented to my office the necessary documents to apply for graduation.

Expected graduation date is: _____ Current GPA: _____ # of units completed: _____

Academic Advisor Name (please print)	Signature	School/Department	Ext.	Date
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Office use: _____ units for _____. Restrictions: _____. RCL: _____.