

International Programs, SF02  
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## OPTIONAL PRACTICAL TRAINING (Post Completion OPT)

OPT WORKSHOPS: It is strongly recommended that you attend an [OPT WORKSHOP](#) BEFORE filing your OPT application. All OPT Advising will take place at [OPT Workshops](#)  
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## APPLICATION PROCEDURE

In order to apply for OPT; you will need to follow the procedures below:

1. Attend an OPT Workshop via Zoom or review [the OPT workshop online version](#)
2. Complete the OPT Request Form. (Page 6) You should complete Student Information Section and have your academic advisor(s) complete the attached Academic Information Section if you are enrolled full time for your last semester.
  - " Graduate students your academic advisor and your project/thesis advisor
  - " Undergraduate students (1) your major department advisor and (2) a General education advisor (Sam Tran in AACE. Please call email Sam.Tran@csueastbay.edu)
  - " At this time, we will accept emails from your academic department in lieu of signatures on the form.
  - " If you have an approved RCL form, you do not need advisor signatures.
3. Email your completed OPT Request -2 (T9 (c)4 (79rT /Artifact 1. [(as)2 (t)6-2 ( 7 0 Td ( i)/-4 (e9 (is)2.1ifac



- ” Employment authorization document (EAD or OPT card)
- ” Verification of employment (job offer letter) Please note: the regulations allow for re-entry during OPT in order ‘to resume employment’, so you should be prepared to document your employment, or at least your efforts to gain employment.

Note: If you are absent from the U.S. for 5 consecutive months or longer, your current immigration status is considered ‘abandoned’. In other words, you may not be allowed to re-enter to the U.S., even if you present a valid OPT authorization, visa, and I-20.

- ” If I complete another degree program after OPT, do I get another 12 months of OPT?  
Yes, you may be authorized 12 months of optional practical training, and become eligible for another 12 months of optional practical training when you change to a higher educational level (e.g. completing a master’s degree after a bachelor’s)
- ” Once I receive my EAD card, do I have to start working right away?  
No, however, you cannot be unemployed for more than 90 days during the approved 12 months OPT period.
- ” I received my EAD and the card mentions that it is “not valid for re-entry to the U.S.” What does this mean?  
It means that you are not able to re-enter the U.S. JUST by showing the EAD. You also need to show an endorsed I-20 with OPT approval, a valid passport, and a valid visa stamp.
- ” Can I change jobs during OPT?  
Yes. Provided you report any change of name and address of employer or interruption of such employment to your SEVP Portal within 10 days of the change.
- ” Can I begin a new program of studies and use my OPT at the same time?  
No, F1 regulations state that “authorization to engage in practical training employment is automatically terminated when the student transfer to another school or begins study at another educational level.”

## Optional Practical Training (Post Completion) Request Form

STUDENT INFORMATION (THIS SECTION MUST BE COMPLETED BY STUDENT)			
Last Name:	First Name:		
NETID:	Phone:	Personal Email:	
Current Address:			
PCE		} u %o Semester:	Year:
Student's Major:	Degree Level:	Bachelor's	Master's    Doctorate
<b>Requested OPT Period</b> Start date must be within 60 days after course completion date			
Start Date: ___/___/_____		End date: ___/___/_____ 1 day* less a year after start date (365 days)	
Student Signature:		Date:	
ACADEMIC INFORMATION (MUST BE COMPLETED BY YOUR FACULTY/ACADEMIC			
Undergraduate/Bachelor's Students Academic Verification			
Section 1: To be completed by major advisor			
When is student expected to complete all major coursework		Semester:	Year:
Advisor's Name:	Advisor's Signature:	Date:	

Section 2: GE Verification Please email this form to Sam Tran ([samtran@csueastbay.edu](mailto:samtran@csueastbay.edu)) Sam will

