

International Student Service Office  
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New York, New York, 10007  
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## **OPT Request Form**

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

EMPLID: \_\_\_\_\_ Date of Birth(M/D/Y): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I am requesting:

Post-Completion OPT I-20 Or  Pre-Completion OPT I-20

Major: \_\_\_\_\_

**If you are requesting Pre or Post Completion OPT, please submit the following documents:**

- Form I-765 (1 copy) <https://www.uscis.gov/sites/default/files/document/forms/i-765.pdf>
- Form G-1145 (1 copy) <https://www.uscis.gov/sites/default/files/document/forms/g-1145.pdf>
- 2 passport-type photos (2 inches x 2 inches) with a white/light background
- 1 copy of all previous I-20s (1<sup>st</sup> and 2<sup>nd</sup> pages), current I-94 (<https://i94.cbp.dhs.gov/I94/#/home>), visa and passport
- \$410 fee (money order or personal check)

OPT START DATE \_\_\_\_\_ OPT END DATE \_\_\_\_\_

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

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