

Optional Practical Training (OPT) Processing Application

INSTRUCTIONS

- Complete, print, sign and date form
- Make a copy for your records
- Send form to CSU Stanislaus Office of International Education via email at bfentress@csustan.edu or drop the form off at the International Office (SSB 145).
- Processing time is 3 business days from the date of receipt. You will receive an email when processing is complete.
- If you have any questions about reporting requirements or other immigration-related issues, contact the Office of International Education via email (IntlStudent@csustan.edu), by phone (209-667-3395) or in person (SSB 145).

Student Name: _____ **Student ID#:** _____

Student Residential Address: _____

Current Email Address: _____

I would like to request _____ **as my OPT start date.**

My education level is _____.

My major at CSU, Stanislaus is _____.

My major on my I-20 is _____.

I understand the following rules:

1. If I move, it is my responsibility to update my address by contacting the Office of International Education bfentress@csustan.edu.
2. I have 90 days of unemployment for the whole year.
3. When I receive a job offer, I must contact the Office of International Education (bfentress@csustan.edu) with my employer's company name, company address and start date. My unemployment does not stop until I have reported my employment to the Office of International Education.
4. Any employment has to be related to my major.
5. I cannot work until my start date. I also cannot work until I have received my OPT card.
6. Traveling: If I plan on traveling outside of the United States, I need my I-20 (signed within 12 months and updated with my employment information), a valid visa, my OPT card and a letter from my employer on company letterhead stating that they know I am leaving and that I will be returning and working for them.

Student Signature

Date

International Admissions and Services Coordinator Signature

Date

Office of International Education

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