



POST-COMPLETION OPT REQUEST FORM

The student must fill out this form to begin applying for Optional Practical Training (OPT). If granted by USCIS, the student will be authorized to work in a job that is directly related to his or her field of study and receive an Employment Authorization Document (EAD) card stating the dates they are authorized to work.

When to Apply: The student may apply for post-completion OPT as early as 90 days before the student completes their degree but no later than 60 days following the students degree completion date.

To be completed by the student:

Family Name: _____ First Name: _____

Student ID #: _____ SEVIS #: _____ Phone #: _____

Local Address: _____

La Verne Email: _____ Personal Email: _____

Major: _____ Degree: ☐ Undergraduate ☐ Graduate ☐ Doctorate

Choosing an OPT Start Date: The post-completion OPT start date must be after the program end date or within 60 days after. When picking a start date, consider how long it will take to get approved for OPT (from 2-3 months), how easy or hard it will be to secure a job related to major, and about collecting unemployment days (students are only allowed 90 unemployment workdays within OPT period).

Start Date for OPT: _____

➔To be completed by the student's Academic Advisor:

I certify that this student is eligible to apply for optional practical training, which will begin AFTER graduation or completion of studies. The completion date may be on or after the final day of the term/semester that the student will earn his or her degree.

Date the student is expected to complete his or her program: _____

Academic Advisor: _____ Signature: _____

Email: _____ Date: _____

Office of International Student Services

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