



F-1 Post-Completion OPT Request Form

Post-Completion Optional Practical Training (OPT) is a form of employment authorization that allows eligible F-1 students to engage in temporary employment directly related to their major field of study after completion of their academic program. Students must obtain a recommendation from Belcroft University and receive an OPT-recommended Form I-20 before submitting Form I-765 (Application for Employment Authorization) to U.S. Citizenship and Immigration Services (USCIS). Students are responsible for submitting their OPT application to USCIS in a timely manner. The Form I-765 must be properly completed and submitted, along with the required filing fee, within 30 days of the issuance date of the OPT-recommended Form I-20.

Post-Completion OPT Guidelines

Students must maintain valid F-1 status and be in their final semester, or have completed all degree requirements, prior to the requested OPT start date. Employment must directly relate to the student's major field of study. Post-completion OPT requires full-time employment of more than 20 hours per week. Employment cannot begin until USCIS approves the OPT application and the student receives an Employment Authorization Document (EAD).

To be completed by student

Student Name (First - Middle - Last)	
Student ID	
Current US Address	
Email Address	
Phone Number	
Expected Program Completion Date	
Degree Level	☐ Doctorate ☐ Dental ☐ Master's
Program Name	
SEVIS ID	
Requested OPT Employment Period **Start date must be within 60 days after Program completion date**	
Start Date (MM/DD/YYYY) ____/____/____ End Date (MM/DD/YYYY) ____/____/____	
**Post-Completion OPT may be authorized for up to 12 months, as approved by USCIS. The authorized period will be reflected on the Employment Authorization Document (EAD).	
Part II. Previous Practical Training History	
☐ I have previously participated in CPT and/or OPT.	
☐ I have not previously participated in CPT or OPT.	
Curricular Practical Training (CPT)	Start Date ____/____/____ End Date ____/____/____
Optional Practical Training (OPT)	Start Date ____/____/____ End Date ____/____/____

Signature of the Student _____

Date: ____/____/____



Academic Information (To Be Completed by the Faculty Advisor or Academic Advisor)

Name of Academic Advisor	
Title	
Email Address	
Phone Number	
Expected/Actual Program Completion Date: ____ / ____ / ____	

Advisor Certification

☐ I certify that the above student is in their final semester or has completed all requirements for the degree program (or is in an authorized final academic requirement, such as an internship or capstone or dissertation, if applicable). I verify that the student is making satisfactory academic progress and is eligible for post-completion Optional Practical Training (OPT) upon completion of the program. I understand that the requested employment must be directly related to the student's major field of study, and I confirm that the anticipated program completion date listed above is accurate to the best of my knowledge.

Signature of the Academic Advisor _____

Date: ____ / ____ / ____

Eligibility Requirements: To be eligible for Post-Completion Optional Practical Training (OPT), students must:

- Maintained valid F-1 status during the program and at the time of application.
- Be in their final semester or have completed all degree requirements, or have completed all required coursework and be enrolled only in an internship, dissertation, capstone, or equivalent academic requirement.
- Have not accrued one year or more of full-time Curricular Practical Training (CPT) at the current degree level.
- Have not previously been approved for 12 months of OPT at the same degree level.
- Request employment that is directly related to their major field of study.
- Understand that any approved period of Pre-Completion OPT may reduce the amount of Post-Completion OPT available at the same degree level.
- Students may apply for Post-Completion OPT up to 90 days before the program completion date.
- The requested OPT start date must fall within the 60-day grace period following the program completion date.

Application Instructions and Required Documents

Students must obtain an OPT recommendation from Belcroft University and receive an OPT-recommended Form I-20 before submitting Form I-765 (Application for Employment Authorization) to U.S. Citizenship and Immigration Services (USCIS).

Submit the following documents to the Office of International Student Services (OISS):

- Completed and signed Post-Completion OPT I-20 Request Form
- Copy of all previously issued Forms I-20 (if requested by the Office of International Student Services).



- Academic Advisor Certification
- Completed Form I-765, Application for Employment Authorization
- Copy of Form I-94 Arrival/Departure Record
- Copy of passport biographical page
- Copy of valid F-1 visa (if applicable)
- Copies of all previously issued Employment Authorization Documents (EADs), if applicable
- Passport-style photographs, if required by USCIS
- Any additional documentation requested by the Office of International Student Services

Processing and Filing Information

- Students are responsible for reviewing all application materials for accuracy before submitting them to USCIS.
- Form I-765 and supporting documentation must be submitted to USCIS within 30 days of the issuance date of the OPT-recommended Form I-20.
- USCIS processing times vary and may take several months.
- Employment may not begin until USCIS approves the application, the student receives an Employment Authorization Document (EAD), and the authorized employment start date has been reached.
- Submission of this request form does not guarantee approval of OPT by USCIS.
- The Office of International Student Services may request additional documentation if necessary to process the request.

Important Reminders

- Employment must be directly related to the student's major field of study.
- Employment authorization is valid only during the dates approved by USCIS and indicated on the Employment Authorization Document (EAD).
- Students must not work beyond the authorized OPT end date unless otherwise authorized by USCIS.
- Students may not accrue more than 90 days of unemployment during the Post-Completion OPT period.
- Students must maintain valid F-1 status and comply with all applicable federal regulations during the OPT period.
- Students are responsible for reporting any required changes to their employment, address, or contact information in accordance with F-1 regulations.
- Students should retain documentation demonstrating that employment is directly related to their field of study.
- Students should consult the Office of International Student Services before traveling internationally while an OPT application is pending or during an approved OPT period.
- Students are responsible for keeping copies of all OPT-related documents for their records.



Student Acknowledgement

☐ I acknowledge that I have read and understand the eligibility requirements, application procedures, filing requirements, and responsibilities associated with post-completion Optional Practical Training (OPT). I understand that I am responsible for maintaining a valid F-1 status, complying with all applicable federal regulations, reporting required updates, and adhering to OPT employment and unemployment regulations. Additionally, I understand that employment may not begin until USCIS approves my application, I receive an Employment Authorization Document (EAD), and the authorized employment start date has been reached. I certify that all information provided on this form is true and accurate to the best of my knowledge.

Signature of the Student _____

Date: ____/____/____

