



F-1 Pre-Completion OPT Request Form

Pre-Completion Optional Practical Training (OPT) allows eligible F-1 students to engage in temporary employment directly related to their major before completing their academic program. To apply, students must first obtain an OPT-recommended Form I-20 from Belcroft University. They are then responsible for timely submitting Form I-765 (Application for Employment Authorization) and the required filing fee to U.S. Citizenship and Immigration Services (USCIS), which must be completed within 30 days of the I-20's issuance date.

Pre-Completion OPT Guidelines

Students must have maintained valid F-1 status for at least one academic year before becoming eligible for Pre-Completion OPT. Employment must be directly related to the student's major field of study. Students may work part-time while school is in session and may be eligible for full-time employment during authorized vacation periods. Employment may not begin until USCIS approves the OPT application and issues 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	☐ Graduate
Program Name			
SEVIS ID			
Requested Pre-Completion OPT Employment Period			
Start Date (MM/DD/YYYY) ____/____/____ End Date (MM/DD/YYYY) ____/____/____			
*End date cannot pass last day of your last semester			
Hours Requested:	☐ Part-Time (20 hours or fewer per week)		
	☐ Full-Time (More than 20 hours per week)		
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 Program Completion Date (as determined by the department):	____/____/____

Advisor Certification

☐ I certify that the above student is currently enrolled and making normal progress toward completion of their degree program. To the best of my knowledge, the requested employment is directly related to the student's major field of study, and the department anticipates that the student will complete all degree requirements by the date indicated above.

Signature of the Academic Advisor _____

Date: ____/____/____

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

- Hold and maintain valid F-1 status and have maintained full-time enrollment for at least one academic year (two semesters).
- Request employment that is directly related to their major field of study and is intended for practical training purposes.
- Have not accrued one year or more of full-time Curricular Practical Training (CPT) at the current degree level.
- Understand that any approved period of Pre-Completion OPT will be deducted from the available OPT eligibility at the same degree level.
- Be in valid F-1 status at the time of application.
- Understand that any approved period of Pre-Completion OPT will be deducted from the available OPT eligibility at the same degree level.
- Submit the Pre-Completion OPT request sufficiently in advance of the requested employment start date. Students who have completed one academic year may apply up to 90 days before the requested employment start date.
- Graduate students who have completed all coursework and are enrolled only in a thesis, dissertation, capstone, or equivalent requirement may be eligible to apply for either Pre-Completion OPT or Post-Completion OPT, as permitted by federal regulations.

Application Instructions and Required Documents

After submitting this request form and receiving an OPT-recommended Form I-20 from Belcroft University, students are responsible for submitting Form I-765 and all required supporting documentation to U.S. Citizenship and Immigration Services (USCIS).

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

- Completed and signed Pre-Completion OPT I-20 Request Form
- 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

- Please allow adequate processing time for the Office of International Student Services to review your request and issue an OPT-recommended Form I-20.
- 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.
- The requested OPT end date may not extend beyond the student's program completion date.
- Submission of this request form does not guarantee approval of OPT by USCIS.

Important Reminders

- Employment must be directly related to the student's major field of study.
- Students may work part-time (20 hours or fewer per week) while school is in session and may be eligible for full-time employment during authorized vacation periods or other periods permitted by federal regulations.
- 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 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 reporting any required changes to their employment, address, or contact information in accordance with F-1 regulations.
- 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 Pre-Completion Optional Practical Training (OPT). I understand that I am responsible for maintaining valid F-1 status, complying with all applicable federal regulations, and adhering to Pre-Completion OPT employment requirements. 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: ____/____/____