



OPTIONAL PRACTICAL TRAINING (OPT) I-20 REQUEST FORM

This form must be submitted to Kathy Ford in the Admissions Office along with the OPT application and all supporting documents.

STUDENT INFORMATION

Last Name _____ First Name _____

Birthdate _____ WesternU ID _____ SEVIS ID _____

U.S. Address _____

City _____ State _____ Zip _____

Phone (_____) _____ Email _____

Program _____ Program Completion Date/Graduation _____

Requested OPT Start Date _____

An employment start date is required in order to apply for OPT. The United States Citizenship and Immigration (USCIS) Center takes at least 90 days to process an OPT application. However, it may take longer depending upon the volume of work USCIS is processing. I recommend not to wait until you confirm your residency program and residency start date to apply for OPT. Once your OPT application is filed, requested start dates cannot be changed.

I acknowledge I have carefully read and understand the Optional Practical Training (OPT) Document provided to me by the Admissions Office.

I understand it is my responsibility to apply for OPT in a timely manner. It may take up to 7 business days after your application package is submitted to your Admissions to review, prepare the OPT I-20 and contact you for an appointment to complete your application for mailing.

I also understand it can take 90 days or longer for the United States Citizenship and Immigration (USCIS) Center to process my application. The USCIS does not have a "rush" process.

I will only engage in employment in my field of study as indicated on my I-20 and will not engage in employment until I have received my Employment Authorization Document (EAD) indicating my employment start date.

I also acknowledge I will report any changes in my U.S. address, employment information and any periods of unemployment through the [SEVP Portal](#) within 10 days of any change.

Signature _____ Date _____

Print Name: _____