

1. Post-completion OPT can be filed up to 90 days before the program end-date and up to 60 days after the program end-date. Students who have completed all degree required coursework and lack only the thesis or dissertation are eligible to apply for post-completion OPT.
2. Students must have been lawfully enrolled on a full-time basis for one full academic year.
3. Employment authorization will begin on the date requested or the date the Employment Authorization Document is adjudicated, whichever is later.
4. At the beginning of your authorized employment, you must continue to maintain your F-1 status by reporting employment details utilizing the OPT Employment Update e-form located within the [iStart Portal](#).

Part I. Student Information

Student Name: _____ CUID#: C _____ SEVIS ID: N _____

Education Level: _____ Major: _____ Program Start-Date: _____

Applying for OPT Based On: _____ Expected Date of Completion: _____

Are you using your defense date as date of completion? Yes No

* If you are using your defense date as date of completion, please note that no employment (both on or off-campus) is permitted after this date until you receive your OPT EAD and the start-date on the EAD has occurred.

Part II. Past Employment Information

List all periods of previous authorized employment for practical training (if applicable)

Curricular Practical Training	Optional Practical Training

Part III. Academic Advisor/Department Chair

Please confirm all applicable details below regarding the student's academic program and contact is@clemsun.edu with any questions:

The academic department anticipates that the student will complete degree-required course work by: _____ / _____
Term Year

If student is thesis/dissertation track, please also complete the section below:

The academic department anticipates that the student will graduate by: _____ / _____
Term Year

Please provide the expected defense date for thesis/dissertation track students (if known): _____

Name: _____ Title: _____ Email: _____@clemsun.edu

Department Signature: _____ Date: _____

Part IV. Next Steps

It is recommended that you attend an OPT workshop or review the [online OPT tutorial](#) before applying for OPT to ensure you understand the OPT application process, maintaining status while on OPT, and next steps following the completion of OPT.

1. Once this form is complete, submit your OPT request to the iStart Portal and upload all requested documents.
2. Once your request is reviewed and approved, you will receive a new I-20 with the OPT request reflected on the 2nd page.
3. Review I-20 and follow approval email and [I-765 instructions](#) to submit your OPT request to USCIS within 30 days of I-20 issuance.
4. Await EAD processing and do not participate in **any** paid/unpaid employment between program end-date and EAD start-date.
5. Update IS via the [iStart Portal](#) of any change in employment, contact, or biographical change within 10 days.
6. You are limited to a total of 90 days of unemployment during your post-completion OPT authorization. You must also work a minimum of 20 hours per week.
7. While on OPT, your job must be directly related to your field of study and level of education.
8. Review the [IS website](#) for additional OPT resources and contact the office at is@clemsun.edu with any questions.