California State University, Dominguez Hills
International Student Services (ISS)
Optional Practical Training Request Form

STUDENT NAME: ___________________________ ___________________________
LAST NAME                  FIRST NAME

U.S. ADDRESS:
(Street)                              (City)                              (State)                    (Zip)

STUDENT ID#_________________________ PROGRAM COMPLETION DATE: ____________

MAJOR: ___________________________ DEGREE: ___________________________

REQUESTED OPT START DATE: __________ REQUESTED OPT END DATE: ____________

Please check and complete the following:

I am currently enrolled in _____ units.

☐ I have submitted a Part-Time Request Form (if enrolled less than full-time).

☐ Graduate Writing Examination (GWE)
☐ I did not pass the Graduate Writing Examination (GWE)
   (If you have not passed the GWE, you are not eligible to apply for OPT even if this is your final semester.)

For graduate students only:
☐ I am working on finishing my thesis/project/comprehensive exam

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To Be Completed by ADVISOR

☐ verified current U.S. Address
☐ same major / ☐ changed major to: ___________________________
☐ verified grad check filed
☐ verified unofficial transcript in PS
☐ no other negative service indicators in PS
☐ student has passed the UDWPE
☐ passport valid 6 months into future (expires __________ )
     ☐ needs passport renewal
     ☐ passport renewal copy received __________
☐ I-20 valid (expires __________ )
☐ Shorten Program in SEVIS (adjust SEVIS registration as needed)
☐ Add OPT in SEVIS, Print I-20 and SEVIS BIO
☐ Update Master SPRDSHT
☐ Update Stu Summary Sheet
☐ Emailed student the application deadline and to come for STEP 2.
Other: ___________________________

OPT Docs were reviewed by (Advisors Name): __________________________
Date that advisor entered the OPT recommendation in SEVIS: ____________