



### OPT Request Form

Student's major: \_\_\_\_\_ Graduation date: \_\_\_\_\_

**Requested start date of employment within 60 days of graduation (required):** \_\_\_\_\_

Student name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Phone number: \_\_\_\_\_

TCU E-mail address: \_\_\_\_\_

NON- TCU E-mail address: \_\_\_\_\_

Your Address in the United States: \_\_\_\_\_  
\_\_\_\_\_

*NOTE: We need to have your current address at all times through the duration of your OPT. Please email us any updates.*

**Please bring complete packet to the IS office**

**Use check mark list:**

- \$410.00 check to **U.S. Department of Homeland Security**
- 2 color passport photographs; 2”x 2” with solid white background. CVS or Walgreens
- I-765 completed and signed by student; With c3B code for post-completion OPT
- Printed I-94; Google I-94 > Choose I-94 retrieval > Fill out the form, submit, and print. Bring print out.
- Photocopy of your current F-1 visa;
- Photocopy of valid passport;
- Previous Employment Authorization cards if any. Does not include CPT

***By signing this form you accept that:***

- 1. You will only accept employment that is directly related to your field of studies.***
- 2. You have 90 days of unemployment during your 12 month OPT period.***
- 3. You will not engage in employment before your EAD card arrives and the date becomes valid, or after its expiration.***
- 4. You will update the TCU International Office, via email, with your employer information: Name of Employer, address, your title within the company, supervisor's name and contact.***

Student Signature \_

Date\_