

F-1 Optional Practical Training (OPT) Request Form

Office of Global
Services (OGS)

Requirements (missing items delay processing)

- ☐ OPT Request Form (Part I signed by student; Part II signed by academic program, not OGS.)
- ☐ OPT Quiz 100% Score (Complete OPT modules in [F-1 Canvas course](#); click Grades then Print to download PDF.)
- ☐ Most recent [I-94](#) proof of F-1 status (Do not apply for OPT from outside United States.)

Part I: Student

Name		NetID		Academic Program	
OPT Type	<input type="checkbox"/> Full-time Pre-Completion OPT <input type="checkbox"/> Part-time Pre-Completion OPT <input type="checkbox"/> Full-time Post-Completion OPT	Requested OPT Start Date		Requested OPT End Date	
List all previous OPT authorizations (at any school/level)					
<ul style="list-style-type: none">Ask academic program to complete Part II, then email form, quiz & I-94 to internationalservices@georgetown.edu.Within 5 business days, OGS issues updated Form I-20 recommending OPT to your @georgetown.edu email address.Print PDF I-20 in color, then hand-write with pen on paper your physical signature + date in Student Attestation section.Keep original paper I-20 and make a scan or copy for USCIS application: OPT instructions detailed on OGS website.Do not begin any paid or unpaid activities until OPT start date printed on EAD card you receive from USCIS.					

Please attest to the following: You have read and understand the immigration advice provided by OGS on the OPT website. Guidance provided to you by IS Advisors, as well as published OGS information, should not be construed as legal advice. You are always encouraged to seek legal advice from a qualified [immigration attorney](#), which IS Advisors may recommend in particularly complex or uncertain cases. U.S. immigration authorities, including the Department of Homeland Security (DHS), make determinations regarding individual immigration status and eligibility for benefits. DHS policies, practices, and regulatory interpretation are fluid and may change at any time. OGS makes every effort to provide the most current guidance. By signing this document, you acknowledge your understanding that such determinations are outside the control of Georgetown University, and you release and hold harmless Georgetown University from any liability or claim relating to determinations of U.S. immigration authorities.

Handwritten or Digital Signature

Date (mm/dd/yy)

Part II – Academic Dean, Advisor or Program Coordinator

(must be completed **before** sending to OGS)

The above student will apply to USCIS for work authorization and extension of status. In order to recommend the student for this benefit, OGS requires the academic program's confirmation that the student is in good academic standing and is expected to complete the degree requirements as indicated below.

The student is currently enrolled in _____ (#) credit hours, has a GPA of _____, and is expected to complete the degree requirements on _____ (mm/dd/yy).

This date is:

- ☐ Graduation date
- ☐ Last day of classes or final exam
- ☐ Date the grade for the last required course will be submitted
- ☐ Date the student will be notified of comprehensive exam result
- ☐ Date the student will submit masters thesis or doctoral dissertation
- ☐ Other: _____

You must notify OGS immediately if at any point the student's timely fulfillment of degree requirements is at risk.

Date (mm/dd/yy)		Phone	
Name (please print)		Signature	
Title		Email	