12-Month OPT I-20 Request

Today's Date: _____	Gender: _____	**USC Student Union 300** Los Angeles, CA 90089-0899 Ph: (213)740-2666 Fax: (213)740-5194 Email: ois@usc.edu www.usc.edu/ois
Family/Last Name: _____	First Name: _____	
USC ID Number: _____	SEVIS Number: **N000** _____	
First Semester at USC: _____	Date of Birth: _____	
Telephone Number: _____	Degree Objective: ❒ Bach ❒ Master ❒ PhD ❒ Other: _____	
Field of Study: _____	Citizenship: _____	
Expected Graduation: _____	Email Address: _____	
Local U.S. Address: _____		

APPLICATION FOR OPT I-20 CHECKLIST

❒ Fill-out top portion of OIS form above

❒ Indicate type of OPT requested and Start/End date below

❒ Have Academic Advisor sign Graduation Verification below

❒ Attach copy of PAGE 1 of your most recent I-20 to this OIS form

❒ Submit to OIS front desk for processing

Please return to OIS 10 business days after SUBMITTING APPLICATION to pick-up your OPT I-20. You will then receive a checklist of what to assemble and send to USCIS. This list is also found in the 12-Month OPT online workshop at www.usc.edu/ois

REQUESTED OPT START/END DATE

Pre-completion OPT*   ❒ Full - Time   ❒ Part-Time
   ***For full-time pre-completion OPT (before graduation), a memo is required from your department verifying completion of coursework (excluding thesis or dissertation)*

Post-completion OPT:

   Beginning Date: _____   Ending Date: _____

Have you done OPT before and received an EAD card? If yes, for what level of degree earned?

❒ Bachelors   ❒ Masters   ❒ Doctoral   ❒ Other, please specify: _____

GRADUATION VERIFICATION BY ACADEMIC ADVISOR

The student above has presented to my office the necessary documents to apply for graduation.

   Expected graduation date is: _____

   Current GPA: _____   # of units completed: _____

Academic Advisor Signature	Academic Advisor Name (please print)	School/Department	Ext.	Date

Office use: _____ units for _____. Restrictions: _____. RCL: _____.

USC Student Affairs