



THE UNIVERSITY OF TENNESSEE  
CHATTANOOGA

OFFICE OF INTERNATIONAL PROGRAMS  
Optional Practical Training Request Form

Before submitting an OPT request, please visit, read and understand the content provided at <http://www.utc.edu/international>

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Applicant Name:	UTC ID Number:
Program End Date ( <i>Stated on I-20</i> ):	
Have you been authorized for OPT in the past? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	
UTC Email Address:	@mocs.utc.edu

Phone number:

For post completion OPT, you have a 60-day grace period after your completion date. Your completion date is your last day of your last semester. Your requested OPT start date must be within this 60-day grace period. Your OPT end date will be one year from your requested start date.

<input type="checkbox"/> Pre-Completion OPT	Requested OPT Start Date:
<input type="checkbox"/> Post-Completion OPT	

OPT Reporting Requirements: (*Initial each line to acknowledge that you have read and understand each requirement*)

\_\_\_\_\_ I will submit a copy of my receipt notice and EAD card to the UTC International Office for record keeping.

\_\_\_\_\_ I will report the start date and end dates of any period of unemployment to UTC International Office.

\_\_\_\_\_ I will report my US employer, work address and person information to the UTC International Office.

\_\_\_\_\_ I understand unemployment for over 90 days during the OPT period (counted from my EAD start date) may negatively affect my F-1 status.

\_\_\_\_\_ I fully understand my responsibilities in maintaining status while on OPT.

Student Signature:

Date:



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Academic Advisor

UTC Student ID:	Major:
Expected Graduation Date:	Education Level:
Is this student currently registered? (check one)	Yes      No
Advisor Name:	
Advisor Email:	
Department:	Phone Number:
"I hereby confirm that the information provided in this section is true and correct."	
Academic Advisor Signature:	Date:

Employment Information

Regulations require that you have employment while on post-completion OPT. You are only allowed to have a total of 90 days of unemployment in your 12-month period of OPT.

**NOTE: Provide a letter from the company/ organization that you are planning to complete your OPT with. The offer letter must:**

- Be written on the company's letterhead with complete address and current date, be addressed to you
- Include job title, job description (related to your degree), and official beginning work date
- Include name, phone number and email address of your supervisor
- Include physical location of student's job
- Specify if the employment is full or part-time (number of hours per week)
- Include the company's EIN number (Employment Identification Number)

Please note: the job offer letter must have ALL of the information listed above, or your updated I-20 showing OPT approved cannot be processed. If your OPT employer changes for any reason, you must notify your DSO of these changes within 10 days.