

Optional Practical Training Request for F-1 International Students at UTC

Before submitting an OPT request, please read the relevant information available at utc.edu/international.

Optional Practical Training is temporary employment which is directly related to an F-1 international student's major area of study. Eligible students may receive up to 12 months of OPT employment authorization before completing their academic studies (pre-completion) and/or after completing their academic studies (post-completion). However, all periods of pre-completion OPT will be deducted from the available period of post-completion OPT.

To apply for OPT, complete the first section of this form, have your academic advisor complete the second section, and have your employer review the third section and provide an employment letter (see details below).

Once the form is complete and you have acquired an employment letter, email both to international@utc.edu using your UTC email address. Please allow 10 business days for your request to be processed in SEVIS.

TO BE COMPLETED BY THE STUDENT

Full Name: _____

UTCID: _____ Phone Number: _____

Program End Date (Stated on I-20): _____

Have you been authorized for OPT in the past? Yes No

If yes, when? _____

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

What type of OPT do you wish to apply for? Pre-Completion Post-Completion

Requested OPT Start Date: _____

Acknowledgement

I understand and agree to the OPT reporting requirements as detailed below:

1. I will submit a copy of my receipt notice and EAD card to the Office of International Student and Scholar Services at UTC.
2. I will report the start and end dates of any period of unemployment to the Office of International Student and Scholar Services at UTC.
3. I will report my U.S. employer, work address, phone number, and email address to the Office of International Student and Scholar Services at UTC.
4. I understand that being unemployed for more than 90 days during the OPT period (as counted from my EAD start date) may negatively affect my F-1 visa status.
5. I fully understand my responsibilities in to comply with U.S. immigration regulations and maintain my F-1 visa status while on OPT.

Student Signature: _____ Date (MM/DD/YYYY): _____

TO BE COMPLETED BY THE ACADEMIC ADVISOR

UTCID: _____ Degree Level: Undergraduate Master's Doctoral

Major: _____

Expected Graduation Date: _____

Is this student currently registered? Yes No

Advisor Name: _____

Department: _____

Email: _____@utc.edu Phone number: (423) 425-_____

Recommendation

I confirm that the information provided in this section is true and correct and recommend this student for Optional Practical Training.

Academic Advisor Signature: _____ Date (MM/DD/YYYY): _____

TO BE REVIEWED BY THE EMPLOYER

Dear Employer,

This student needs an employment letter signed by their employer on company letterhead which includes the following information: job title; job description (as relates to the student's major); beginning and ending dates of employment; name, phone number, and email address of the student's direct supervisor; physical location of the student's job; wage; number of hours per week to be worked; the company's Employer Identification Number; and the current date. The letter should be addressed to the student. Please provide this letter to the student for inclusion in their work authorization application. UTC thanks you for your warm support for our international students. If you have questions regarding this process, please email international@utc.edu.

Sincerely,
The Office of International Student and Scholar Services
The Center for Global Education
The University of Tennessee at Chattanooga

Supervisor Name: _____

Title: _____

Company/Organization: _____

Phone Number: _____

Company/Organization Address: _____

TO BE COMPLETED BY THE OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

Reviewed By: _____ Date (MM/DD/YYYY): _____

Approved

Denied