



OFFICE OF INTERNATIONAL STUDENT SERVICES

OPT REQUEST FORM

To be completed by the **STUDENT**

Drop off or send this form to the OISS along with a copy of your completed I-765. Allow **48 hours** for your new Form I-20 recommending OPT to be ready.

Last Name _____ First Name _____

SEVIS ID _____ CWID _____

Phone Number _____ E-mail _____

Address: _____
Street City State Zip Code

Request for OPT:

I wish to apply for **pre-completion** OPT.

Part time (up to 20 hours a week)

Full time (more than 20 hours a week)

Start date ____/____/____
Month Day Year

End date ____/____/____
Month Day Year

I wish to apply for **post-completion** OPT. NOTE: The start date must be within **60 days** of your program completion date, not the graduation date.

Start date ____/____/____
Month Day Year

End date ____/____/____
Month Day Year

Eligibility Requirements:

I have completed at least 2 full semesters of study in succession at Pepperdine University.

I have not previously been granted OPT in the same education level.

I am not enrolled in an English as a Second Language (“ESL”) program at Pepperdine University.

New Form I-20:

I will pick up my new Form I-20 at the OISS.

I will submit a UPS shipping label to oiss@pepperdine.edu via e-ship global.

I certify that I have read the “[OPT Manual](#)” in its entirety, including sections D and E. I understand that I am responsible for preparing, filing, and tracking my application. Failure to comply with the U.S. Federal Regulations cited in the OPT Manual will result in immediate loss of my OPT and F-1 status.

Signature _____ Date _____

To be completed by the **Academic Advisor***

*For Seaver students, this is your Academic Advising Associate at OneStop.

Last Name _____ First Name _____ Title _____

Program of study _____ Expected Program Completion Date ____/____/____
(not graduation date) Month Day Year

Signature _____ Date _____

For office use only:

Received by _____ Date Form I-20 was printed ____/____/____

Date _____ Date Form I-20 was picked up by the student ____/____/____

Date Form I-20 was sent to the student ____/____/____