

BMCC INTERNATIONAL STUDENT SERVICES OFFICE
Admissions Office (S300)
(212) 346-8792
OPTIONAL PRACTICAL TRAINING REQUEST FORM

Name _____ Today's date: _____
(print) Last First

Local Address _____

Phone _____ BMCC ID# _____

Degree Program _____ Major _____ Passport Expires _____

I am in F-1 status and have attended school full-time for a least nine months. I am requesting authorization for optional practical training employment that is directly related to my major and commensurate or consistent with my educational level.

I AM APPLYING FOR THE TYPE OF OPT INDICATED BELOW:

I. _____ POST-COMPLETION OPT

Post-Completion OPT is recommended for full-time employment for a 12-month period (unless you have requested differently) minus any previously authorized period of OPT.

I am graduating in: May
 June—Completion in Summer Session _____
 July—Completion in Summer Session _____
 December

I am requesting OPT from _____ to _____.
BMCC can recommend your OPT to begin as early as the last day of classes and on later than 12 months following your start date. The Immigration Services, however, can authorize your OPT to begin on any date within the 60 day period after you completed your studies and to end no more than 12 months later.

II. _____ PRE-COMPLETION OPT

FULL-TIME (Only available during vacation period or after completion of all courses requirements excluding the thesis or its equivalent)
 PART-TIME (Less than 20 hours per week)
 DATES: FROM _____ TO _____

III. _____ "EXPEDITIOUS" or EMERGENCY PROCESSING IS REQUESTED!

If you can prove that you have unexpected employment or travel plans, we will try to assist you in every way to get the fastest EAD processing possible. We cannot guarantee success.

You must include either a letter from your prospective employer or a photocopy of your airline ticket or reservation with this application.

CHECK OFF ALL THE DOCUMENTS YOU HAVE INCLUDED IN THIS APPLICATION

REMEMBER. INCOMPLETE APPLICATIONS RESULT IN PROCESSING DELAYS.

- _____ FORM I-538
- _____ FORM I-765
- _____ FORM I-765 SIGNATURE CARD
- _____ TWO GREEN CARDS TYPE PHOTOS
with my name & I-94 # printed in pencil on the back
- _____ \$100.00 FEE in the form of a check or money order payable to
the "Immigration & Naturalization Service."
- _____ I-20 ID from BMC (the original document)
- _____ PHOTOCOPIES OF I-94, PASSPORT AND VISA
- _____ GRADUATION AUDIT from the Registrar's Office
- _____ PROOF OF NEED FOR EXPEDITIOUS HANDLING

When your application packet has been reviewed by one of the International Students Services Staff, make photocopies for your records and send by certified mail return receipt request to:

Immigration and Naturalization Service
Eastern Regional Service Center
75 Lower Weldon Street
St. Albans, VT 05479-0001

Please notify international student services as soon as you receive a response from INS.