

## REQUEST for PRE-Completion OPT

1. Student Name \_\_\_\_\_

2. CSUN ID \_\_\_\_\_

3. Program of Study (Major) \_\_\_\_\_

4. When do you anticipate completing your degree/certificate? \_\_\_\_\_  
*Term, Session, Semester, Month*

5. What is the day you would like Pre-Completion OPT to start? \_\_\_\_\_

What is the day you would like Pre-Completion OPT to end? \_\_\_\_\_

*Pre-Completion OPT must end on, or before, the last day of your program (your completion date).*

6. Sign and date the acknowledgement.

I have read and understand the information about PRE-Completion OPT on the Tseng College website <https://tsengcollege.csun.edu/studentinfo>, in 'Employment & Tseng College Students.'

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

7. I-20s cannot be sent via email. It will be sent to the address you give below.  
Write the complete, exact address for us to use:

\_\_\_\_\_  
\_\_\_\_\_

8. Submit this request to ARC.

9. After receiving your I-20, you can apply for Pre-Completion OPT.

- Apply for Part-Time OPT. SEVIS regulations state that you cannot work more than 20 hours per week while school is in session. In SEVIS, fewer than 20 hours/week is considered Part-Time, (and more than 20 hours/week is "Full-Time.")
- Use the category ( c ) ( 3 ) ( A ).

☞ *Remember! PRE-Completion OPT reduces the amount of time you will have for POST-Completion OPT. Every 2 days of Pre-Completion OPT reduces Post-Completion OPT by one day. (Specifically, 2 days of part-time pre-completion OPT reduces post-completion by one day.)*