

## Request Form for New I-20

This form can be used for both OPT and CPT

This form is to be used by New Orleans Baptist Theological Seminary students to request a new I-20 with Optional Practical Training (OPT) recommendation.

### STEPS

1. **STUDENT REQUEST FOR CPT or OPT:** Student must fill out this form completely. **NOTE:** CPT request must have a job offer letter from their employer attached to this form.
2. **PROGRAM DIRECTOR RECOMMEND CPT or OPT:** Student must submit this form to the program director for advise and their signature
3. **DSO RECOMMEND OPT or authorize CPT into SEVIS**
4. **DSO will print out new I-20**

<b>Student Information</b>		
Last Name:	First Name	Student ID #
Current Degree Level	Cell phone	SEVIS ID #
Student Mailing Address: Street:	City	State  Zip Code:
Completion date from current I-20	Graduation Date	
<input type="checkbox"/> CPT (Must occur before student's program end date)	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	You must submit letter of job offer with this request
<input type="checkbox"/> OPT Type (Can occur before or after the student's program end date)	<input type="checkbox"/> Post-completion <input type="checkbox"/> Pre-completion	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
<b>Program Director Recommendation - Signature:</b>		
<b>Employer Information</b>		
Employer Name:	Employer EIN	
Employer Mailing Address: Street:	City	State  Zip Code
Job Title	Requested CPT/OPT Start Date:	Requested CPT/OPT End Date:
Supervisor Name:	Supervisor Phone:	Supervisor Email