To be eligible to participate in temporary employment before completion of the requirements for degree program, the following must be met:

1. The practical training is for the sole purpose of training,
2. The training is related to your field of study and is less than 12 months in duration, (Any Optional Pre-Completion OPT time will be deducted from the available 12 months of training, leaving the remainder for Post-Completion Practical Training)
3. You have not accrued one year or more of full-time curricular practical training (CPT),
4. You have been enrolled as a full-time student for at least one academic year (two semesters), and
5. You are otherwise in legal status at the time of application.
6. If you have already completed a full academic year, you may apply up to 90 days in advance of the employment start date.
7. Note that a graduate student who only has the thesis or equivalent remaining may either apply for pre-completion OPT or post-completion OPT while completing the thesis/dissertation.

Part I. Student Information

1. Name:	2. Home Address:
3. Email Address:	4. Phone:	5. KID No.:
6. Degree:	7. Major:	8. Expected Date of Completion:
9. SEVIS ID No.:	10. No of Credits Remaining to Graduate:
11. Proposed OPT Start Date:	12. Proposed OPT End Date:

Part II. Past Employment Information

13. List All Periods of Previous Authorized Employment for Practical Training (If Applicable)

Curricular Practical Training		Optional Practical Training	
Start Date:	End Date:	Start Date:	End Date:
Start Date:	End Date:	Start Date:	End Date:

Part III. Signatures

14. Student Signature:	15. Date:
16. Name of Academic Advisor/Department Chair:	17. Title:
18. Phone No.:	19. Email Address:
20. Department anticipates student will complete program on (date):	
21. Signature:	22. Date:

Part IV. Instructions

Send in all of the following to OISSS.

1. Completed, signed Form OISSS-145
2. A copy of receipt of processing fee of $50 – paid online via TAMUK MarketPlace.
3. Download and complete Form I-765.
4. Be sure the answer to question 16 on form I-765 is (c)(3)(A)
5. Check or money order for $410.00, payable to the Department of Homeland Security. (Please visit USCIS Filing Fee Calculator to verify if your filing fee is current.)
6. Photocopy of Form I-94 Arrival/Departure Record
7. Photocopy of passport and visa (If you are a Canadian citizen, you may enclose a copy of your citizenship card or a birth certificate & a government-issued photo ID)
8. Two U.S. passport-style photos (print your name on back of photo)
9. A copy of your previously approved OPT card (both sides)

Please allow 7 business days for OISSS to process your OPT I-20 request. Once it is ready, OISSS will contact you via email.

Note that you must submit your application within 30 days after the OPT Form I-20 was issued by certified mail with return receipt to USCIS to the correct filing address. In a recent conference, **USCIS encourages students to file I-765, Application for Employment Authorization online.**