

Part I. Student Information	
1. Family Name:	
First Name:	
Middle Name:	
2. KID No.:	
3. SEVIS ID No.:	
4. Email Address:	
5. Phone No.:	
6. Degree:	
7. Major:	
8. Department:	
9. College:	
10. Expected Date of Completion of Study:	
11. Proposed OPT Start Date:	
12. Your Address:	
Part II. Past Practical Training Information	
13. List All Previous Curricular Practical Training	
Start Date:	End Date:
Start Date:	End Date:
14. List All Previous Optional Practical Training	
Start Date:	End Date:
Start Date:	End Date:
Part III. Submission Instruction & Signature	
15. Submit all of the following documents to OISSS:	
a) This form, completed and signed	
b) Receipt of the OPT Employment Request Processing Fee	
c) Allow 7 business days for OISSS to process your OPT I-20 request.	
By signing below, I confirm that I am aware of my responsibility to maintain my F-1 student status and will notify OISSS of any changes to my name, address, employment or F-1 status in a timely manner.	
16. Student's Signature:	
17. Date of Signature:	
Part IV. Academic Advisor/Department Chair Signature	
18. Name:	
19. Title:	
20. Email:	
21. Phone No.:	
22. I have reviewed the student's records and agree that the student's anticipated program completion date is or that the student has completed his or her program of study on (Date):	
23. Advisor/Chair's Signature:	
24. Date of Signature:	
Part V. Mailing Instruction	
25. Please choose on option below:	

I authorize (name of the person) _____ to pick up the OPT recommendation from OISSS (photo ID required at time of pick-up).

I have completed [Form OISSS-01](#) (see the attached receipt), please send it via express mail.

I request OISSS to email my documents to the email address at _____

- Instructions**
1. Post-completion OPT can be filed up to 90 days before the program end-date and up to 60 days after the program end-date, provided that Form I-765, Application for Employment Authorization is filed with the USCIS within 30 days of the date the DSO enters OPT recommendation into SEVIS.
 2. You must inform OISSS at the beginning of your authorized employment, so we can validate your SEVIS record using [Form OISSS-160](#).
 3. All students are required to update OISSS of their name, address, employer's name and address, and any periods of unemployment while on OPT within 10 days from moving/changing.
 4. Students may not accrue an aggregate of more than 90 days of unemployment during any post-completion OPT period.
 5. Submit a copy of OPT card to OISSS immediately upon your receipt.
 6. While on OPT, your job should be directly related to your field of study and commensurate with your level of education.
 7. Once you filed your OPT application and received a receipt notice from USCIS, you can check your case status at [USCIS Case Status](#) online by entering your case receipt number. You can find your case receipt number at the top-right corner of form I-797, Receipt Notice.
 8. If your case is outside of Current [USCIS Processing Time](#), you can submit a case inquiry at [e-Request](#).

- Eligibility**
- The student must have been in full-time student status for at least one academic year by the requested OPT start date.
 - The student must be in valid F-1 status at the time of application.
 - If not yet graduated, student must have completed all required coursework and only be registered for research project, thesis, or dissertation during the time they plan to work.
 - Have not applied and approved for an OPT at the same degree level previously.
 - Attend the mandated [OPT online workshop](#)
 - F-1 students may participate up to 12 months of post-completion OPT, which must be completed within 14 months from the end of their program. Due to processing delays some applicants may only be eligible for a shortened period of OPT within that 14-month period.

Checklist

Mail documents, (in order shown), to USCIS within 30 days OPT Form I-20 issue date.

- [Form G-1145](#), if you want to be notified electronically by USCIS
- Completed, signed [Form I-765](#) - The *eligibility code required on [line 27](#) of the [Form I-765](#) for students engaging inpractical training is (c) (3) (B).*
- Two (2) 2x2" Passport Photos - (Full name and I-94 number must be printed in pencil on the back).
- Check or Money Order for \$410.00, payable to: Department of Homeland Security. Staple to the front, left-hand side of the form I-765. (Please visit USCIS [Filing Fee Calculator](#) to verify if your filing fee is current.)
- Print-out of [Form I-94](#) Arrival/Departure Record.
- Copies of any previous EAD cards, if any.
- Copy of OPT Form I-20 (all 3 pages).
- Copy of Passport's identification and expiration page.
- Copy of F-1 Visa stamp.
- Be sure to use the most updated [filing address](#) and mail your application via a trackable mailing service.

Note: USCIS encourages students to file I-765, Application for Employment Authorization [online](#).

