



Pre-Completion OPT Request Form

Please complete all sections of this form and sign below. Attach all documents listed under *Step One* of OPT application instructions.

_____	_____	_____
Student ID#	FAMILY Name	First Name
_____	_____	_____
US Phone #	Date of Birth	Email Address
_____	_____	_____
Degree Program/Major	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____	
	Expected Graduation Term (check one)	

- Select your pre-completion OPT dates. Keep the following in mind as you select your dates:
 - Your start date should be at least 90 days into the future to avoid issues with your EAD card.
 - Your requested OPT end date cannot be after your program end date:

Graduating Term:	Fall	Spring	Summer
Program End Date:	December 15 th	May 15 th	August 15 th

Start Date: _____ **End Date:** _____

Have you previously been authorized for OPT? Yes No

If yes, when? _____

- Select the type of Pre-Completion OPT authorization.
 - Part-Time (up to 20 hours/week; available in fall, spring, and/or summer terms)**
 - Full-Time (more than 20 hours/week; available for the summer term only)**
- Please read and initial each item below. By signing, you agree that you understand your responsibilities while engaging in pre-completion OPT.

_____ I understand that I may NOT begin working until I receive my EAD card from USCIS and the start date on the card has been reached. Working without the EAD card and/or outside my authorization dates is illegal.

_____ I understand that I may work only in a job that is directly related to my field of study (major).

_____ I understand that while on pre-completion OPT, I am still an F-1 student and must continue to meet all requirements of my visa status including registering for at least 12 credits in the fall and spring terms.

_____ I understand that if my F-1 status is terminated or if I transfer to another school during my pre-completion OPT authorization period, my OPT ends immediately and I will lose any remaining authorization time.

Student Signature: _____ **Date:** _____

For office use only	
Advisor Checklist	
<input type="checkbox"/> Degree Audit; Expected Graduation Term: _____	
<input type="checkbox"/> Student is not on academic probation; min. GPA is above 2.0	
<input type="checkbox"/> Student meets academic year rule	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Advisor Signature: _____ Date: _____



Steps for Applying for OPT

*Be sure to fill out all forms in **black ink** only.*

Step One

Submit Pre-Completion OPT Request form along with the following materials to your CIE advisor:

- **Completed I-765 Form** (find the FREE form and instructions at <http://www.uscis.gov>; For question 20, please fill in **(C)(3)(A)**)
- **Copies of all previous I-20s**
- **Copies of any previously issued EAD cards**

Step Two

In approximately one week, you will be contacted to pick up your new OPT endorsed I-20. **Your OPT application MUST be received by USCIS within 30 days of the new I-20 being issued.**

Mail all documents to USCIS (with package tracking). The mailing address can be found in the I-765 instructions page (<http://www.uscis.gov/files/form/i-765instr.pdf>). Your application must include:

1. Copy of your new, **OPT endorsed I-20**
2. **Completed I-765 Form**
3. **Check or Money Order for \$410** made payable to: **U.S. Department of Homeland Security** (*fees subject to change –check www.uscis.gov*)
4. **Two (2) Passport-style Photos** –with name and I-94 number written in pencil on the back. Please see USCIS specifications (link below) for size and quality.
5. **Copies of all previously issued I-20s** (from HCC and previous schools)
6. **Copy of I-94 record**
7. **Copy of passport bio pages** –only the pages which display your *name/photo*
8. **Copy of F-1 visa**
9. **Copy of any previously issued EAD Cards**

Within one month of applying, you will receive an I-797 Notice of Action with a confirmation receipt number. Use this to track your application status on the <https://egov.uscis.gov/casestatus/> website. If you do not receive this notice, please contact your CIE advisor. You can also complete form **G-1145** for updates via email or text message.

Step Three

After your application has been approved, you will receive an EAD card with your authorization dates printed on the card. **You must submit a copy of your EAD card to CIE.**

NOTE: *You may only begin working once you have received the card and the start date has been reached. Working outside these dates and/or without your EAD card is illegal and will result in immediate termination of your F-1 status and OPT benefits.*

Canceling your OPT Application

It may be possible to cancel your OPT application 1-2 months after you apply. However, there is no guarantee that USCIS will accept your request. After the EAD card is issued, it will not be possible to cancel your OPT application and you will lose that time regardless of working. If you would like to cancel your OPT application, meet with a CIE advisor as soon as possible.