F-1 Post-Completion Optional Practical Training (OPT) Student Form

Purpose of Form: This form must be completed by all F-1 students applying for Post-Completion Optional Practical Training (OPT).

Deadlines: ISS processing times are 5 to 20 business days from the time the student's request is complete. The application must be received by DHS within 30 days after ISS issues the OPT I-20.

Required Documents: Confirmation e-mail from Online OPT Workshop; F-1 Post-Completion OPT Student Form; F-1 OPT Department Form; Photocopies of the passport; visa; I-94 card; most recently issued I-20 for the student and any F-2 dependents.

This section is required for Sponsored Students only.

Sponsored Students must obtain a Sponsored Student Programs (SSP) Advisor's signature before submitting this form to ISS for the OPT recommendation.

SSP Signature: ___________________________ Date: ______________________

This section should be completed by all F-1 students.

All students must read and sign the Student Responsibility Statement on the reserve side of this form.

Student Last/Family Name: ___________________________ First Name: ___________________________

UIN: ___________________________ Telephone Number: ___________________________

Preferred E-mail Address: ___________________________

Degree Level: ___________________________ Major: ___________________________

Anticipated Defense Date (if applicable): ___________________________ Anticipated Graduation Date: ___________________________

Requested OPT Start Date: ___________________________ Requested OPT End Date: ___________________________

I am applying for Post-Completion OPT based upon which of the following (please check one):

☐ Graduation (This option is available to all F-1 students.)

☐ Letter of Completion (This option is only available to F-1 graduate students.)

☐ Completion of Coursework (This option is only available to F-1 Master's Thesis-Option and Doctoral students.)

All students must read and sign the Student Responsibility Statement on the reverse side of this form.

“State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.”
Student Responsibility Statement

**Reporting Responsibilities:** I understand the following:

- My address must be updated within 10 days of moving. This information can be updated through the MyRecord tab in the Howdy Portal ([https://howdy.tamu.edu](https://howdy.tamu.edu)).
- I am required to report any changes of name, address, or interruption of employment through the OPT Data System ([https://international.tamu.edu/iss/employment/optds/default.asp](https://international.tamu.edu/iss/employment/optds/default.asp)) for the duration of the OPT within 10 days of the change.
- If my immigration status changes, I am required to send ISS copies of my new documents within 10 days of the change.
- I will provide ISS with a legible copy of the EAD card when I receive it.
- Failure to do the above could result in loss of my legal non-immigrant status and that if this occurs, I may have to stop working and/or leave the United States.

**General Responsibilities:** I understand the following:

- The last day I will be eligible for on-campus employment will be the day before my graduation, Letter of Completion issuance, or requested OPT start date, whichever is earlier, even if I have yet to find OPT employment.
- In order to receive an EAD card, I must first request an OPT recommendation from ISS.
- It is my responsibility to properly file my application in a timely manner. My OPT application must be received by DHS within 30 days of ISS issuing a new I-20 with the OPT recommendation on the third page.
- My authorization to engage in OPT is automatically terminated if I transfer to another school or begin study at another educational level.
- DHS regulations require me to seek employment directly related to my major area of study and commensurate with my education level.
- I cannot accrue 90 days or more of unemployment at any time during OPT.
- If I leave the U.S. during the application process, I may not be eligible to return to the U.S.
- If I decide to travel while on OPT I must have a valid I-20 signed by a DSO within six months before reentering the U.S., an unexpired EAD, a valid passport, a valid employment letter, and a valid F-1 visa stamp to be readmitted to the U.S. The employment letter should contain salary information, a statement that the employment is temporary, and verification that I will be employed after returning from travel.
- Once the OPT recommendation has been issued and the application sent to DHS, it may not be possible to cancel or edit it.
- It is not recommended that I withdraw my I-765 application at any time during OPT without first consulting with an ISS advisor, because doing so could negatively affect my non-immigrant status.
- It is my responsibility to stay informed about changing federal regulations that may impact my OPT or F-1 status.
- If I am currently employed as a graduate assistant, it is my responsibility to discuss the financial consequences of ending this assistantship with my on-campus employing department.
- If I am a Bachelor's or Masters (non-thesis) student, I must graduate before I can begin my OPT employment, or I must receive a letter of completion.
- If I am a Master's (thesis) or Doctoral student, I must graduate before I complete my OPT employment. If I do not graduate before completing my one year of OPT, I will lose my legal non-immigrant status in the U.S.

**Additional Information:**

- ISS strongly encourages you to maintain health insurance for you and your dependents throughout the duration of your OPT authorization period.

By signing this form, I certify that the information provided is true and accurate; I understand the rules and regulations concerning my engagement in Optional Practical Training (OPT) and agree to all conditions listed above. (Students are advised to keep a copy of this statement for future reference.)

Signature: ___________________________ Date ________________