

# 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.**

## 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>).
- 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>) 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:**

- Refer to [http://www.ice.gov/doclib/sevis/pdf/opt\\_policy\\_guidance\\_042010.pdf](http://www.ice.gov/doclib/sevis/pdf/opt_policy_guidance_042010.pdf) for more information about the PostCompletion OPT.
- 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