

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

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

Deadlines: The application must be received by USCIS within 30 days after the ISS recommendation is issued on the new I-20.

Required Documents: F-1 Pre-Completion OPT Student Form, F-1 OPT Department Form, Photocopies of the passport, visa, I-94 card and 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: ____/____/____
Month Day Year

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.
All students should review the materials for Post-Completion OPT before applying for Pre-Completion. For most students, Post-Completion OPT is a much better option.**

Student Last/Family Name: First/Given Name:

UIN: Telephone Number:

Preferred E-mail Address:

Degree Level: Major:

Anticipated Date of Completion of Degree Requirements:

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

Requested OPT Start Date: Requested OPT End Date:

I am applying for Pre-Completion OPT. I plan to work (please check one):

Full-Time (Over 20 hours per week)

Part-Time (20 hours per week or less)

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

Student Responsibility Statement

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 below.

Reporting Responsibilities:

- I understand that 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 understand that I am required to report any changes of employer name, address, or interruption of employment through the OPT Data System (<https://international.tamu.edu/iss/employment/optds/>) for the duration of the OPT within 10 days of the change.
- I understand that if my immigration status changes, I am required to send ISS copies of my new documents within 10 days of the change.
- I understand that I must provide ISS with a legible copy of the EAD card when I receive it.
- I understand that 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 that the last day I will be eligible for on-campus employment will be the day before my requested OPT start date even if I have yet to find OPT employment. I may be eligible to resume oncampus employment following completion of my OPT authorization period.
- I understand that I may not work on-campus once my EAD card is valid and the start date on the EAD has arrived, even if I have yet to find OPT employment.
- I understand that in order to receive an EAD card, I must first request an OPT recommendation from ISS.
- I understand that 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.
- I understand that my authorization to engage in OPT is automatically terminated if I transfer to another school or begin study at another educational level.
- I understand that DHS regulations require me to seek employment directly related to my major area of study and commensurate with my education level.
- I understand that if I decide to travel while on OPT I must have a valid I-20 signed by a DSO within one year prior to 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.
- I understand that once the OPT recommendation has been issued and the application sent to DHS, it may not be possible to cancel or edit it.
- I understand that 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.
- I understand that it is my responsibility to stay informed about changing federal regulations that may impact my OPT or F-1 status.
- I understand that 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.

Signature _____

Date: