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.
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](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/](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 on-campus 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: ___________________________**

“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.”