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

Purpose of Form: This form must be completed by the academic department of any F-1 student requesting a recommendation for Post-Completion OPT from International Student Services (ISS). Please complete this entire form and submit it either to the student or to the ISS office. Our contact information is listed above.

What is Optional Practical Training? OPT is temporary employment available to F-1 students. Post-Completion OPT follows completion of the course of study (i.e. occurs after the program end date on the I-20). The employment must be related to the student’s field of study and commensurate with the student’s education level. Authorization for OPT is granted by U.S. Citizenship and Immigration Services (USCIS) through issuance of an Employment Authorization Document (i.e. EAD card) and requires the student to first obtain a recommendation for OPT from ISS. Detailed information about how to apply for OPT authorization from USCIS can be found at http://iss.tamu.edu/employment/optinfo.asp. Students are eligible to apply for a Post-Completion OPT recommendation from ISS in one of three ways. To view how the student plans to apply for OPT, please review the F-1 Post-Completion OPT Student Form completed by the student.

- **OPT based on Graduation**: Students may apply based on their expected date of graduation. The student is not eligible to have a start date of OPT more than 60 days after their graduation date.
- **OPT based on Completion of Coursework**: Graduate students (Master’s Thesis or PhD only) are eligible to apply for the OPT to begin prior to their expected date of graduation IF the student has completed all coursework requirements AND has set their date of defense with the academic department.
- **OPT based on Letter of Completion**: Students may apply for OPT based on a Letter of Completion. This option is only available to graduate students who wish to begin OPT employment prior to graduation but are not eligible to apply for OPT based upon completion of coursework. If the student receives the Letter of Completion, for immigration purposes the Letter of Completion issuance date marks the end of the student’s academic program. ISS can process the student request only after he/she submits the Letter of Completion to ISS.

Deadline(s): An ISS recommendation must be granted on a new Form I-20 before the student may submit their application for OPT authorization to USCIS. USCIS must receive the student’s OPT application within 30 days after the OPT recommendation is made by ISS or their OPT request will be denied. ISS processing times are 5 to 20 business days from the time the student’s application for OPT is complete.

Required Steps Checklist: Submit the following document to the student or directly to ISS:
- F-1 Post-Completion OPT Department Form (this form), available at http://iss.tamu.edu/employment/optinfo.asp

This entire form must be completed by the student’s academic department.

1. Student Last Name: _______________________________ Student First Name: _______________________________

2. UIN: _______________ Major: _______________ Degree Level: □ Bachelor’s □ Master’s □ Doctorate

3. Student’s expected date of graduation: Month _______________ Year __________

4. Will the employment delay the completion of the student’s degree requirements? If Yes, the student is not eligible for OPT.
   - □ Yes   □ No

5. Is the student a full-time student in good standing AND meeting departmental, University and academic expectations?
   - □ Yes   □ No   If No, why not? _______________________________

6. Has the student completed all course requirements for the degree, including pre-requisites, other than the thesis or equivalent?
   - □ Yes   □ No

Please note that this form continues onto a second page.
This entire form must be completed by the student’s academic department.

7. What are the specific degree requirements remaining? (For example, thesis corrections, coursework, etc.):


8. Will the student begin OPT employment prior to graduation?  □ Yes  □ No
   If Yes, how many credit hours will they take at Texas A&M during the employment?

9. Will the student apply for a Letter of Completion?  □ Yes  □ No
   If Yes, when?

10. Defense date as petitioned to academic department (Master’s Thesis and Doctoral students only):

Additional Information
- Students who apply for OPT (based on any of the options above) will receive a new I-20 with a NEW expiration end date. If this student is working on campus, the student must submit a copy to the payroll office to ensure the HR paperwork is updated accordingly. F-1 students must end their on-campus student employment on the last date of the new I-20, the date the Letter of Completion is issued, or date of graduation, whichever is sooner.
- All students applying for Post-Completion OPT are required to complete either an in-person OPT workshop with ISS or take the Online OPT Workshop and should be aware of the immigration responsibilities due to applying for OPT and/or completing their academic program. Additional information on the student responsibilities can be viewed on the F-1 Post-Completion OPT Student Form.

Academic Department’s Statements of Understanding
- I certify that the information provided on this form is true and accurate.
- I understand that the information on this form will be reported to the U.S. Department of Homeland Security (DHS).
- I understand that failure to adhere to the DHS OPT requirements could result in the student violating federal regulations and therefore have future immigration consequences for the student.

My signature confirms that I have read and understand the Statements of Understanding listed above.

Academic Advisor (Required of all students)
Name: ____________________________ Signature: ____________________________ Date: ________________
Email: ____________________________ Phone: ____________________________

Department Head or Graduate Advisor (Required of all graduate students, in addition to the academic advisor signature above)
Name: ____________________________ Signature: ____________________________ Date: ________________
Email: ____________________________ Phone: ____________________________

"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."