OPT APPLICATION COVER
POST-COMPLETION

Name: _____ Today's Date _____ _____

           (Family)   (First)

A#:_____ Email: _____

Major:_____ Academic degree level _____

Requested Dates: Start_____ End_____ (Max 365 days)

The start dates must be in this window – the 60-day grace period:

Employment, if you have not used pre-completion OPT, will be one year – Circle One: FULL TIME or PART TIME

List DATES of previously authorized employment (CPT or OPT) and attach copy of each work permit issued:

_____

Once you fill out a completed I-765 sheet and this cover sheet your DSO will present you with two I-20's.

You will keep one and mail one with all document to USCIS (instructions on our website) Check List:

- ✓ Check to the Department of Homeland Security for $410 (personal or certified check)
- ✓ Original, **signed** form I-765 (code (c)(3)(b)
- ✓ Photocopy of passport including the picture, expiration date, and visa pages.
- ✓ Both sides of the I-94 card (the white card that is stapled into your passport)
  If you have an electronic I-94 number please print your number from
  i94.cbp.dhs.gov/I94/request.html.
- ✓ Two "passport style" photographs taken to USCIS specifications (instructions below)
- ✓ Any previous EAD cards if you have had pre-completion or post-completion OPT (even if it's from another school or degree level)

Immigration is picky about acceptable photos, read the passport photo guidelines available at
http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html

- In color, printed on photo quality paper with a plain white background, 2 x 2 inches (51 x 51 mm) in size
- Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head. AND taken within the last 6 months to reflect your current appearance

YOUR RESPONSIBILITY TO COMMUNICATE WITH AAMU WHILE AUTHORIZED WITH OPT:
Use the SEVIS Update form (request via email: pamela.little@aamu.edu and beatrice.porter@aamu.edu) to update the information with the University. This is required of you per Federal Regulations and if you do not report it will be listed that you are unemployed.

- Valid contact information (phone, address, and email) AND Employer name(s) and address where you work

I have read the instructions and I understand the steps above and processing time for this application. I understand that this application is sent in "good faith" and that OPT work permission authorizes me to work in employment related to my field of study. If I am unemployed for a cumulative period of 90 days or more, I understand that I am in violation of my F1 status. If my academic or financial obligations are not fulfilled, Alabama A&M University reserves the right to withhold my card until all academic and financial requirements are met or cancel my OPT application under extreme circumstances.

_____ _____
Applicant's Signature   Date

FOR ADVISOR USE ONLY:		
Received	Reviewed	Notes