

# 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](http://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](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](mailto:pamela.little@aamu.edu) and [nicole.jackson@aamu.edu](mailto:nicole.jackson@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