OPT APPLICATION COVER
PRE-COMPLETION

Name: __________________________________________ (Family) (First) Today’s Date _____________

A#:___________________________________________ Email: ____________________________________________

Academic degree level:________________________  Major: __________________________________________

Requested Start: __________ End: __________ (max 365 days) Part time OPT _______ Full time OPT_______

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

Semester coursework was/will be completed _______________ (ex. Fall 2015, spring 2016)

Scheduled Defense Date or Comprehensive Exam Date______________ (dd/mm/yy)

Be sure that all forms are fully completed and that you use the OPT folder provided to you when you submit the application to Conference Training Center 116.

Check List:
✔ Check made payable to the Department of Homeland Security for $380 (personal or certified check).
✔ Original, signed form I-765 (form included in packet)
✔ Photocopy of passport including the picture, expiration date, and visa pages.
✔ Electronic printout of most recent I-94 number https://i94.cbp.dhs.gov/I94
✔ Two “passport style” photographs taken to USCIS specifications
✔ Copies of graduation application and current program of study if OPT application is submitted prior to
graduation date.
✔ Have Advisor or Department Chair complete the Reduced Course Load form from our website if you will
not be full-time enrolled in your final semester at UAH.
✔ http://www.uah.edu/images/administrative/oie/isss/Forms/Request%20for%20Authorization%20of%20Reduced%20Course%20Load%20at%20UAH1.pdf

YOUR RESPONSIBILITY WHILE AUTHORIZED FOR OPT:
Use the SEVIS Update form on our website www.uah.edu/OIE to update us with this information.
• Valid contact information (phone, address, and email).
• Employer name and address of where you are employed

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.
• Taken within the last 6 months to reflect your current appearance

I have read the instructions and I understand the rules 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 during the 12
months of OPT, I understand that I am in violation of my F1 status. If my academic and financial obligations
are not fulfilled, The University of Alabama in Huntsville 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