OPT APPLICATION COVER PRE -COMPLETION

Be sure that all forms are fully completed and that you use the OPT folder provided to you when you submit the application to Student Services Building 218

PLEASE LOOK AT THESE STEPS!!!!!!!!!

- Check made payable to the Department of Homeland Security for $410 (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

Name: _____ Today's Date: _____A#:_____
(Family) (First)

Email: _____ Academic Degree Level: _____

Major: _____ Requested Start: _____ End: _____ (max 365 days)

Part time OPT: _____ Full time OPT:_____ SEVIS ID#_____

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)

☐ 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	