# OPT APPLICATION COVER POST-COMPLETION

**Once you fill out a completed I-765 sheet and this cover sheet ISSS Advisors will present you with two I-20's.**
**You will keep one and mail one with all document to USCIS (instructions on our website)**

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

- ✓ Check to the Department of Homeland Security for $410 or $550 (personal or certified check)
- ✓ Check for $410 to the Department of Homeland Security, make sure check is signed, dated, and written correctly
- ✓ Original, **signed** form I-765 (code (c)(3)(b) – no digital signature will be accepted by USCIS ✓ 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

Name:_____Today's Date:_____UAH A#:_____
(Family) (First)
Email:_____Major:_____

Academic Degree level:_____SEVIS ID#_____

Requested Dates: Start_____End_____(Max 365 days)

- **For Fall completion graduation is December 13, 2021. The start dates must be in this window – the 60 day grace period: 09/14/2021- 2/11/2022**
- **September 14, 2021 – February 11, 2021 (employment if you have not used pre-completion OPT will be one year) List DATES of previously authorized employment (CPT or OPT) and attach copy of each work permit issued:**

**YOUR RESPONSIBILITY TO COMMUNICATE WITH UAH WHILE AUTHORIZED WITH OPT:**
Use the SEVIS Update form on our website www.uah.edu/OIE to update the information with ISSS. 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, 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 |
|---|---|---|
| | | |

04/29/2021