

# POST-COMPLETION OPT APPLICATION COVER

Once you fill out a COMPLETED I-765 sheet and this cover sheet, ISSS Advisors will present you with TWO I-20s. You will keep one and submit one with all documents to USCIS (instructions on our website).

## **CHECK THAT THE FOLLOWING STEPS ARE COMPLETED BEFORE CONTINUING:**

- Check to the Department of Homeland Security for \$410 or pay online at pay.gov after creating an account.
  - If using a check, make sure it is signed, dated, and written correctly. Examples can be found online.
- 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](http://i94.cbp.dhs.gov/I94/request.html).
- Any previous EAD cards (even if it's from another school or degree level).
- Two "passport style" photographs taken to USCIS specifications (provided below):
  - 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. Taken within the last 6 months to reflect your current appearance.

## **FILL OUT THE INFORMATION BELOW:**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_ UAH A#: \_\_\_\_\_  
(Family) (First)

Email: \_\_\_\_\_ Major/Program: \_\_\_\_\_

Academic Degree level: \_\_\_\_\_ SEVIS ID# \_\_\_\_\_

Requested Dates: Start \_\_\_\_\_ End \_\_\_\_\_ (Max 365 days)

- **For students finishing their degree in the summer, the opt requested start date must be in this window: August 6, 2022 – October 4, 2022**

## **YOUR RESPONSIBILITY TO COMMUNICATE WITH UAH WHILE AUTHORIZED WITH OPT:**

Use the SEVIS Update form on our website [www.uah.edu/OIE](http://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

**USCIS must receive this form between May 7, 2022 – October 4, 2022.**

- 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