

**OPT APPLICATION COVER  
PRE-COMPLETION**

Name: \_\_\_\_\_ Today's Date \_\_\_\_\_

(Family) (First)

A#: \_\_\_\_\_ Email: \_\_\_\_\_

Major: \_\_\_\_\_ Academic degree level \_\_\_\_\_

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

Part-time OPT \_\_\_\_\_ Full-time OPT \_\_\_\_\_

List DATES of previously authorized employment (CPT or OPT) and 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 the Office of Student Affairs, 205 Patton Hall.

**Check List:**

- ✓ Check 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/#/home>
- ✓ Two "passport style" photographs taken to USCIS specifications (instructions below)
- ✓ 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 AAMU.

**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: [Michele.wesson@aamu.edu](mailto:Michele.wesson@aamu.edu) and [Karen.mcdavis@aamu.edu](mailto:Karen.mcdavis@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