12-month Optional Practical Training Student Application Form

All students applying for 12-month Post-Completion Optional Practical Training (OPT) should complete this form. Please note that students are required to attend an OPT workshop prior to being eligible to apply for OPT. **Students applying for 12-month Post-Completion OPT will complete and submit this form with all documents on the OPT Application Checklist Using the following link: https://dms.tamuc.edu/Forms/OIP-Student?_ga=2.46690978.465690241.1569243651-1750837557.1541772406**

Student Name (first name, family name):_____

CWID:_____ Telephone Number:_____ Date of Birth:_____

Current Address:_____

_____

Primary Email Address:_____

Academic Major: _____ Degree Level (ex…masters):_____

Last semester or session registered for courses: ☐ Fall ☐ Spring ☐ Summer 1 ☐ Summer ☐ Mini semester

Are you completing a thesis/dissertation? ☐ Yes ☐ No

If yes, anticipated date of final defense?_____

By signing below I confirm that I understand that my employment during my 12-month OPT must be related to my academic field of study, I must work at least 20 hours a week in a paid or unpaid position, and I cannot accrue more than an aggregate of 90 days of unemployment during the entire 12-month OPT employment authorization period as indicated on my EAD card. I understand that USCIS must receive my 12-month OPT application no later than 60 days from the last day of my final registered semester or session. I also understand I cannot begin any employment until I have been approved for OPT by USCIS, I have reached my OPT start date as indicated on my EAD card, and I have received my EAD card.

_____   _____

Sign your name   Date

The OPT start date must be within 60 days of the last day of your final registered semester or session.

Requested OPT Start Date:_____ Requested OPT End Date:_____

All students must read and sign the Important Information Form on the next page.

12-month OPT Important Information Form

Application Requirements: I understand the following
- I must be in the U.S. in order to apply for OPT
- It will be my responsibility to submit the OPT application once my OPT I-20 has been issued by the OIP
- USCIS must receive the OPT application packet within 30 days of the issue date for the I-20 or a new I-20 will be required
- If I fail to graduate then I will be required to notify the ISSS immediately by emailing Intl.Stu@tamuc.edu. For additional guidance go to www.tamuc.edu/opt.

Reporting Responsibilities: I understand the following
- I am required by SEVP to report any change of address, any start of employment, or change of employers through the OPT Employment Reporting Form at www.tamuc.edu/opt and the recommended reporting timeframe is within 10 calendar days of any change
- The ISSS strongly recommends that you keep a copy of all OPT Reporting Form submissions and a letter of employment for your personal records from all employers with your employment start date, end date (if applicable), a brief job description, and your supervisor's contact information
- I understand that failure to report my change of address, start of employment, or change of employment may be considered a violation of your status
- If I have an application filed for a different visa category (H1-B, Permanent Resident) I am required to submit a copy of any receipt notice or approval notice to OPTExtension@tamuc.edu

General Requirements for 12-month OPT: I understand the following
- I may not begin any employment for OPT until I have been approved for OPT by USCIS, reached my start date as indicated on the EAD card, and have received my EAD card
- I cannot accrue more than an aggregate of 90 days of unemployment during my 12-month OPT employment authorization period as indicated on my EAD card
- I must be employed in a position/field that is directly related to the academic major listed on my OPT I-20
- I must be employed a minimum of 20 hours a week in a paid or unpaid position
- My OPT employment authorization is automatically terminated if I transfer my SEVIS record to another school or begin study in a new academic program
- If I decide to travel outside the U.S. during my OPT period I must have a valid I-20 for OPT with a travel signature dated within 6 months from the date of re-entry to the U.S., valid visa, passport valid for at least 6 months beyond the date of re-entry, I-94, EAD card (if approved), and letter of employment or job offer letter
- After the completion of my OPT I will have a 60 period to either depart the U.S., apply for change of visa status, be admitted into a new degree program at A&M-Commerce and have the I-20 updated, or be admitted into a new degree program at another school and have my SEVIS record and I-20 transferred from A&M-Commerce to the new school

Students Eligible for the 24-month OPT Extension: I understand the following
- It is recommended you apply for the OPT Extension 90 days prior to the end date for my 12-month OPT
- USCIS must receive the OPT STEM Extension application prior to the end date for my 12-month OPT or I will not be eligible for the OPT Extension
- If USCIS receives my OPT Extension application prior to the end date for my 12-month OPT then my F-1 status and OPT authorization is extended up to 180 days while I await a decision on my OPT Extension

By signing this form, I certify that all the information I provided is true and accurate, I understand the rules and regulations concerning OPT, and agree to all conditions listed above. Please contact the ISSS with any questions or concerns prior to signing below

. _____ _____ _____
Signature   CWID   Date

12-month OPT Application Checklist

The following documents are required to apply for OPT with the Office of International Programs (OIP). **All documents will need to be submitted through the application link:** https://dms.tamuc.edu/Forms/OIP-Student?_ga=2.46690978.465690241.1569243651-1750837557.1541772406**. *Do not drop off your documents or mail them to the ISSS*. Allow up to 10 -15 business days for the OPT to process. A business day is Monday through Friday. ==**Incomplete applications will not be processed.**== Do not submit any additional documents other than what is listed below:

All students must attend the OPT workshop online or in person in one of their final two semesters prior to applying for OPT.

- ✓ OPT Student Application at www.tamuc.edu/opt under the 12-month OPT section.
- ✓ Copy of current visa, passport, and most recent I-20 issued by ISSS (1st and 2nd page only). The most recent I-20 issued is the I-20 you possess that has the most recent DATE ISSUED on page 1 under the SCHOOL ATTESTATION section.
- ✓ Copy of I-94, if paper copy I-94 please provide copy of front and back. If you have an electronic I-94 records please print and provide one copy of your electronic I-94 record. You may access your online I-94 at https://i94.cbp.dhs.gov/I94/#/home
- ✓ Copy of your updated DegreeWorks in your MyLEO.
- ✓ Pay the non-refundable $75.00 ISSS 12-month OPT processing fee at ISSS Marketplace and provide email confirmation for payment. Submit a copy of the email receipt notice for payment with your OPT application.

It is your responsibility to submit all the required documents listed above. Incomplete applications will not be processed.

Please note: If you have applied for OPT at a previous education level you will be required to provide a copy of the OPT I-20 (1st and last page) and EAD card. You may contact your previous school's international office and request a copy.

Once your OPT application has been processed you will need to either pick up your I-20 in person (no friends or family may pick up I-20) or set-up mailing through our website at ISSS Mailing Documents.

Instructions for filing your application with USCIS will be provided with your I-20 and may also be found at: http://www.tamuc.edu/campusLife/campusServices/internationalStudentServices/documents/OPTHowtoApplyUSICS.pdf.