



Office of International Education (OIE) Optional Practical Training (OPT) : Pre/Post Completion

➔ **Your Email, Address and Phone in MyMav will be used to contact you. Please be sure your Email, Phone and Addresses in MyMav are current.**

Initials

Date

UT ID #

Student Name

Birth Month/Day

Current Major

Expected Graduation (Semester/Year)

Pre-Completion OPT
 Full-Time Part Time

Have you ever had CPT? Yes No

Post-Completion OPT

If yes, list dates:

OPT Start Date:

OPT End Date:

Document Check List:

Please submit the following documents to OIE:

- Completed I-765
We recommend you type the I-765.

For the address line (#3), we will use our office address.
- Confirm Payment (Only for Post-OPT)
Processing fee payment proof must be submitted. For more information visit : <http://goo.gl/ZAdHsL>
- Confirmation of Program Completion
The Confirmation of Program Completion form must be signed by your academic advisor
- Signed OPT Status Maintenance Form
For complete checklist of documents to include when mailing, please refer to the mailing, please refer to the mailing address.

Procedure:

- Submit documents from Document Checklist to the OIE.
Refer to the Mail-In Instructions form if you reside outside of the DFW area and are unable to come to the office.
Within 7-10 business days, the OIE will print a new I-20 and contact you to come and sign and pick up the new I-20.
After you have signed the I-20, you will be responsible for reviewing your OPT I-20 and application for accuracy and mailing your OPT application to USCIS.
See the OPT Mailing Instructions for full details. **The application must be received by USCIS within 30 days of the recommendation being added to the I-20.**
In 60 - 90 days approximately, USCIS will issue a receipt and then make a decision on your application.
If approved, USCIS will issue your OPT card. You should **NOT** begin working until the start date printed on your approved OPT card.
Will contact you when the card arrives.
You can, pick up the card yourself;

Or, Send an e-mail to iostudent@uta.edu authorizing a specific person to pick up the card for you.
Or, Provide a self-addressed, stamped envelope for us to mail the card to you or purchase shipping from E-Ship Global: <https://study.eshipglobal.com>

OPT applications will not be processed until students are in good academic standing (3.0 GPA for graduate students and 2.0 GPA for undergraduates) and all incompletes have been resolved.

I have fully completed the above information and understand the regulations regarding this process:

Student Signature _____

Date