



Optional Practical Training (OPT) Application Checklist and Agreement

Make an appointment with an International Services Center immigration adviser and have all items below completed and prepared BEFORE the appointment (incomplete OPT Packets will be delayed).

- I-765 (Please visit www.uscis.gov > Forms)
- Recommendation OPT letter from your college or department's academic adviser (Letter is not required but highly recommended. Please visit www.intl.ucf.edu > Forms and Files > F-1 Student Sample Letter for Departments Offering OPT to International Students)
- ALL immigration documents (I-94, valid passport, and visa)
- ALL previous I-20s
- Two recent 2 in x 2 in full frontal color passport photos with your name and I-94 card number written in pencil on the back. See the U.S. Department of Homeland Security specifications at http://www.travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html
- Check/money order/bank check for \$380, made payable to U.S. Department of Homeland Security and indicate I-94 number on check for identification reasons. Please note that USCIS fees are subject to change. To verify, please visit www.uscis.gov.
- Students must have filed an Online Intent to Graduate Form on myUCF.
- Previous Employment Authorization Document (EAD Cards), if applicable
- Any correspondence with the Department of Homeland Security
- New Form I-20 (issued by the International Services Center during OPT application)

Application Deadline

Apply early! USCIS allows you to apply up to 90 days prior to your graduation date and up to 60 days after your graduation date, provided that it is received within 30 days of your immigration adviser issuing a new I-20 recommending OPT. Your application will not be considered by USCIS if received after 60 days from your graduation date.

Are you employed on campus? Yes No

If so, which department? _____

Agreement

I, _____, understand that while on Optional Practical Training, I will be required to abide by all immigration regulations governing the F-1 visa. I also understand, agree and accept the following specific items:

- I read and understand the ISC OPT Handout for F-1 Students found under Forms and Files at www.intl.ucf.edu
- I will provide a copy of the employment authorization document (EAD) card to the International Services Center.
- I cannot start employment until I receive my employment authorization document (EAD) card **and** by the “valid from” date listed on the card has been reached.
- I cannot accrue an aggregate of more than 90 days of unemployment during any initial post-completion OPT.
- I will report any changes of address, legal name, employer's name and address, and/or any interruption of employment within 10 days of the change. To report these changes, please visit www.intl.ucf.edu/formsnfiles and submit the OPT Status Form to the International Services Center.
- I cannot continue on campus employment after my graduation date unless I have my EAD card, and the start date is valid.

Signature: _____

PID: _____

Date: _____

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