OPT I-20 REQUEST

Use this form to request an I-20 to apply for post-completion full-time OPT. Be sure to carefully read and understand the OPT Information Packet (separate handout). Submit this form with all items on the application checklist to the International Affairs (IA) Office by email to international@uccs.edu. An appointment with an international student advisor is recommended before applying. Please allow 3 business days for processing.

Name: _____ UCCS ID: _____

UCCS Email Address: _____ Phone Number: _____

Requested OPT employment authorization start date: _____

Your post-completion OPT request will be considered using the following information. IA may ask for further information during your OPT appointment.

1. Have you had any previous OPT (at UCCS or other school)? _____ Yes _____No

    If yes, give the dates of OPT and whether full or part-time – be aware of the OPT eligibility criteria outlined below: _____

2. Have you had any previous CPT (at UCCS or other school)? _____ Yes _____No

    If yes, give the dates of CPT whether full or part-time: _____

3. Are you planning to travel outside the U.S. during your OPT? _____ Yes _____No

4. Do you have a job offer already? _____ Yes _____No

5. Do you have more than one major? _____ Yes _____No

6. Are you planning to take classes, apply for graduate school or another academic program (at UCCS or any other school) during your OPT? _____ Yes _____No

PLEASE READ AND INITIAL EACH OF THE FOLLOWING TO SHOW YOU UNDERSTAND AND AGREE:

_____ I agree to the reporting requirements as outlined on page 2 of this OPT information packet.

_____ I understand and agree that I am fully responsible for the correctness of all information on my OPT application documents and will carefully review all items prior to submitting my application to USCIS.

_____ I understand that my complete OPT application must be filed no more than 90 days prior to my program end date, not more than 60 days after that, and no more than 30 days after my OPT I-20 is issued.

_____ During post-completion OPT, I cannot be unemployed (or employed less than full-time) more than 90 days. Unemployment of more than 90 days will result in loss of my status and may result in termination of my F-1 status and OPT permission and have other future negative immigration consequences.

_____ During OPT, I cannot work until the dates of employment on my approval and EAD are active, AND I have my EAD card in my possession.

_____ That my employment during OPT must be directly related to my field of study on my I-20.

_____ Any volunteering reported in my OPT record must be directly related to my I-20 field of study and must be full-time in order to stop the unemployment count.

_____ I must check my UCCS email address regularly and respond immediately to the IA Office and their requests for information needed to maintain my F-1 status.

_____ I can study only part-time during OPT and cannot enter a new degree program of any kind without authorization from UCCS IA.

_____ Failure to follow OPT regulations will result in termination of my OPT and my F-1 status.

_____ I must submit my OPT packet to USCIS as advised not more than 90 days before the ending date of my I-20, and within 30 days of the issuance of the OPT I-20, or the application will be denied by USCIS.

_____ My OPT is subject to approval by USCIS, and my eligibility according to the OPT regulations. See a summary of regulations below:

- 12 months of OPT available only once per educational level
- At least one year completed in F-1 status for that level of OPT
- Proper maintenance of status and presence in the U.S.

Signed: _____   **Date: _____**

OPT REPORTING REQUIREMENTS:

Below are the reporting requirements while on OPT for ALL students (these include both the Homeland Security requirements and those needed by IA). Please report directly to the International Affairs Office (international@uccs.edu) from your UCCS email address within 10 days of any change. Report all items and provide the needed documentation each time you have any change to report. Additional documentation may be required for STEM OPT reporting.

1. Your legal name, UCCS ID, and current address (not a PO Box)
2. Degree major your OPT is based on (level, and major)
3. EAD Card start and end dates
4. How the employment reported is directly related to your degree in detail
5. Employer/company/business name
6. Employer's EIN
7. Job title
8. Start and end (if known) dates of employment
9. Hours per week
10. Employer/company/business address (where you actually work and additional address if your hiring/supervisor is located elsewhere)
12. Supervisor's name, phone number and email address

You must send IA a copy of your employment letter and all OPT documents. You must respond to any request for current information from IA and underline check your UCCS email account daily for such requests.
REVIEW THE <u>OPT INFORMATION HANDOUT</u> FOR MORE IMPORTANT INFORMATION.