



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 the form with items on the application checklist in email to international@uccs.edu or in person at the IA office (Copper House 9202). An appointment with your international student advisor is recommended. Please allow 3 business days for processing.

Name: _____ UCCS ID: _____

UCCS Email address: _____ Phone Number: _____

Requested OPT employment authorization start date (discuss with your international advisor if unsure):

Your post-completion OPT request will be considered using the following information. Your international student advisor 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 type (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 and type (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 YOUR UNDERSTANDING AND AGREEMENT:

- _____ 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.

I understand that:

- _____ 1. During post-completion OPT I cannot be unemployed (or employed less than full-time) more than 90 days, and 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.
- _____ 2. 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.
- _____ 3. That my employment during OPT must be directly related to my field of studies, as on my I-20.
- _____ 4. That any volunteering reported in my OPT record must be directly related to my I-20 field of studies, and must be full-time in order to stop the unemployment count.
- _____ 5. I must check my UCCS email address regularly and respond immediately to my advisor's requests for information needed to maintain my F-1 status.
- _____ 6. I can study only part-time during OPT and cannot enter a new degree program of any kind without authorization from my UCCS international student advisor.
- _____ 7. Failure to follow the OPT regulations will result in the termination of my OPT and my F-1 status.
- _____ 8. 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.
- _____ 9. My OPT is subject to approval by USCIS, and my eligibility according to the OPT regulations:
 - 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.
(these eligibility criteria are a summary only)

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 your international student adviser). Please report directly to your international student adviser in International Affairs, 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)
- 11. Employer/Company/Business address (if your hiring/supervisor is located elsewhere)
- 12. Supervisor's name and contact information (phone number and email address)

You must also send your international adviser a copy of your employment letter and all OPT documents. You must also respond to any request for current information from your adviser and check your UCCS email account daily for such requests.

******SEE MORE IMPORTANT INFORMATION ON THE OPT INFORMATION HANDOUT AND KEEP BOTH THESE DOCUMENTS FOR YOUR REFERENCE.*****