

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

Have you ever had CPT?

☐ Yes

☐ No

☐ Full-Time

☐ Part Time

If yes, list dates:

☐ Post-Completion OPT

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

Baranprasad

Date

With few exceptions, you are entitled on your request to be informed about the information U.T. Arlington collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Arlington correct information about you that is held by us and is incorrect. Be assured that your UTA records are protected from unauthorized disclosure by federal law.