

CAL POLY HUMBOLDT

International Programs · College of Extended Education & Global Engagement

OPT - Post Completion OPT Application Request

General Information

1. A post-completion OPT application can be filed up to 90 days before completion of studies and up to 60 days after completion of studies, provided that it is filed within 30 days of the date the DSO enters the OPT recommendation into SEVIS.
2. Employment authorization will begin on the date requested or the date the employment authorization is adjudicated, whichever is later.
3. All students are required to update the immigration advisor in the College of Extended Education & Global Engagement (CEEGE) of your name, address, employer's name and address, and any periods of unemployment while on OPT within 10 days from moving/changing.
4. Limited periods of unemployment to maintain status. Students may not accrue more than 90 days of unemployment during any post-completion OPT authorization. Accrual of more than 90 days may result in your OPT being canceled.
5. Submit a copy of your Employment Authorization Document (EAD) card to your immigration advisor in the College of Extended Education & Global Engagement (CEEGE) immediately upon your receipt.
6. While on OPT, your job should be directly related to your field of study and commensurate with your level of education.

Instructions

Gather the following materials and email them to your immigration advisor in the College of Extended Education & Global Engagement, or international@humboldt.edu. If you have questions and would like to make an advising appointment, please email international@humboldt.edu.

1. Completed Post-Completion OPT Application Request (this form).
2. Completed Form I-765 (typed). To access the most recent version of the form, please go directly to the USCIS website: <https://www.uscis.gov/forms/all-forms> (We do not recommend filing online at this time.)
3. Personal check for \$410 payable to the Department of Homeland Security. The fee can vary depending on your nationality. Please use the USCIS Fee Calculator to determine your exact fee before writing your check or securing your money order. USCIS Fee Calculator can be found online, here: <https://www.uscis.gov/feecalculator>
4. Copy of arrival/departure record. <https://i94.cbp.dhs.gov/i94/#/home>
5. Copy of passport and visa.
6. A copy of all previous issued Cal Poly Humboldt I-20s (past and present).
7. Two U.S. passport-style photos. Print your name on the back of each photo. Pictures must be no more than **30 days old** upon submission.
8. A copy of your previously approved OPT card (both sides) (if applicable).

A Designated School Official (DSO) in CEEGE will review your status and if requirements are met, the DSO will generate an OPT Form I-20 and make the recommendation for practical training on the Form I-20. At the time of approval, you will be notified by email and provided instructions on how to prepare your packet for mailing to USCIS.

It is the student's responsibility to timely and properly file the I-765 application.

Up-to-date USCIS filing addresses can be found on the USCIS website: <https://www.uscis.gov/i-765-addresses>

OPT - Post Completion OPT Application Request Form

Part A: Student Information

To be completed by the student.

1. Name: _____
Family name (Last) First name (Given)
2. Email: _____ 3. Date of birth: _____
4. Humboldt Student ID #: _____ 5. SEVIS #: _____
6. Phone number: _____ 7. Major & degree: _____
8. Expected date of completion: _____ 9. Proposed OPT Start date: _____ End date: _____
10. List all periods of previous authorized employment for practical training (if applicable):

Part B: Past Employment Information

Curricular Practical Training	Optional Practical Training

Part C: Contact Information and Signatures

Please only fill out your designated section. Your Academic Advisor will need to complete their section.

Student	Academic Advisor/Department Chair
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:
Date:	Date:
Signature:	Signature:

By signing above, I agree that the information in Part A and B is accurate.

By signing above, I agree that the information in Part A is accurate.