Request for Regular OPT

Personal Information

Name _____ UIN _____

Student E-Mail _____@odu.edu Phone _____ SEVIS ID# N_____

Current U.S. Address _____

This should be your **current residential** address. If using another address to get your EAD, put it on the I-765—not on this form.

Need a letter to request your VA Driver's License to be extended for 60 days past program end date? ○ **Yes**   ○ **No**

Academic Program Information

Major _____ _Applied_ Graduation ○ May ○ August ○ December **Year** _____

Level: ○ Bachelors   ○ Masters   ○ Ph.D.   **Expiration Date of Current I-20:** _____

Is your major on your I-20 correct? ○ Yes ○ No

PhD Students ONLY: Will your requested OPT start date be BEFORE your dissertation defense? ○ YES   ○ NO

If yes, did you speak with your immigration advisor about your OPT timeline? ○ **YES** ○ **NO**

Requested Dates for Your OPT EAD Card

Start Date: _____(within 60 days of your program end date)   **End Date:** _____

I agree to follow the policies and procedures outlined on the Regular OPT Responsibilities Form.
You may receive an email from Terra Dotta, the software our office uses. PLEASE TAKE NO ACTION.

Signature _____ **Date** _____

Graduate Program Director (Graduate)/ Academic Advisor (Undergraduate)

- When did or will this student complete his/her coursework? **Month** _____ **Year** _____
- Student's confirmed semester of graduation? ○ **May** ○ **August** ○ December **20_____** OR   ○ **PhD ABD**
- **Student's major: _____**

Signature _____ **Date** _____

Name & Title _____

Phone _____ **E-Mail** _____

Regular OPT Responsibilities Form

All applicants for OPT must ensure they have met all Immigration-mandated requirements and must also show they are aware of the responsibilities to maintain their status. This form will help you be aware of what you must do. Please ***INITIAL EACH SECTION*** in the space provided to indicate your understanding of the items below. Any changes to the following policies and regulations will be announced on the ISSlist-l listserv, to which all ODU international students must belong. There is a separate F-1 OPT Responsibilities Form for STEM OPT.

While on Regular OPT (12-month authorization), I understand that:

1. I must complete my thesis/project and graduate **before the start date of my OPT**. (This may not apply to Ph.D. students.)

2. **EMPLOYMENT**: I must notify VISA of any information updates while I am on OPT (e.g. name change, address changes, etc.). In addition, I will send VISA a scan of my EAD when I receive it.

3. **TRAVEL**: If I leave and return to the U.S. during my OPT, I must be returning to begin or resume a job upon re-entry and will have proof of my employment, my EAD and my I-20 (with valid travel signature). Travel while my application is pending with USCIS is strongly discouraged.

4. **I-20:** OPT Authorization and dates will be listed on the second page of the I-20. I-20s will not be issued automatically upon OPT approval or employment update, but I may request an updated I-20 if needed.

5. **OPT EMPLOYMENT UPDATES:** I can change employers and/or have multiple jobs as long as all employment is directly related to my major (including volunteer work). If I change my job or become unemployed, I must notify VISA via the OPT Employment Update.

6. **UNEMPLOYMENT:** I have a period of 90 days in which I can be unemployed but remain in the U.S.

7. **CLASS REGISTRATION**: I can register for one or two classes per semester for recreational or professional development reasons but <u>only</u> as a **nondegree** student.

8. **INSURANCE:** Having health insurance is **STRONGLY** recommended when I am doing OPT, and I am still eligible for the ODU health insurance.

9. **SEVIS TRANSFER:** My OPT will be terminated once my I-20 is transferred from ODU to another school or an I-20 for another degree program is issued.

10. **STEM OPT:** If I am eligible for STEM OPT, I will submit my application to VISA between three and four months before my Regular OPT expires.

11. **POLICY UPDATES:** This responsibilities form is valid for current VISA policies and USCIS regulations. I will follow any regulatory updates, which will be announced on the VISA site and/or via the ISSlist.

I have read and agree these regulations.

_____   _____

Student Name (Print) & UIN   Student Signature   Date

Visa & Immigration Service Advising   intlstu@odu.edu

OPT APPLICATION CHECKLIST

For online applications (recommended)

1. ODU Request for OPT Form (completed by you and your department/GPD) & Regular OPT Responsibilities Form

2. Online Form I-765
   - **Create an account at myaccount.uscis.gov**

3. Passport-style photo (2 by 2 inches) recently taken
4. From your passport:
   - Biographical information & expiration date pages (**not** the address page)
   - current U.S. visa stamp page
5. Most recent I-94: Online printout OR if you haven't left US since 2013 or have had a change of status in the US, a copy of each side of card/I-94 from approval notice
6. Copies of any previous EADs (if applicable)
7. Copies of CPT and OPT I-20s (if applicable)
8. Download the draft version of the I-765 form

- Please send the draft of I-765 along with all documents to intlstu@odu.edu
- Do NOT submit the I-765 until we review your OPT application and create your OPT I-20 to upload
- Please be sure to view the sample application on our OPT page at odu.edu/visa/employment

- Checklist for paper OPT application is also available on our webpage