

F-1 students must submit this form to ISS@floridapoly.edu to request OPT I-20 with DSO recommendation for pre-completion (pre-OPT) or post-completion OPT (post-OPT).

PROCES STEPS REMINDER

- ✓ Complete OPT [CANVAS](#) course and pass the quiz with 100% or less (unlimited attempts).
- ✓ Submit OPT Request with **Steps 1-5** completed to ISS@floridapoly.edu (this form).
- ✓ File online [I-765 application](#) with USCIS within 30 days of OPT I-20 issue date (**USCIS will deny I-765s submitted more than 30 days after this date**).

ISS PROCESSING

I-20s are sent electronically via your university email. Students who prefer to pick up a paper I-20 in person, or to have someone pick it up on their behalf must submit their request in writing (via [email](#)). Individuals picking up on your behalf must provide a valid photo ID. Complete OPT I-20 requests are issued within 1 -3 days business days after being received.

STEP 1: STUDENT INFORMATION

SEVIS ID: _____ University ID: _____

Last Name: _____ First Name: _____

Current Street Address (US): _____ Apt/Room#: _____

City: _____ State: _____ Zip: _____

Personal Email: _____ Phone: _____

Major/Concentration: _____ **Check one:** Bachelor's Degree Master's Degree

STEP 2: SELECT TYPE OF OPT REQUEST

Select desired start date [I-765 Application](#) with USCIS; can be no more than **1 to 59 days** after I-20 program end date. This date **cannot** be changed once the I-765 application is filed.

Desired OPT Start Date: _____ *(USCIS may adjust this date after application approval)*

- ___ Pre-completion OPT | Code (C)(3)(A) ___ Part-Time ___ Full-Time **Employment starts/end before program completion.*
- ___ Post-completion OPT | Code (C)(3)(B) ___ Part-Time ___ Full-Time **Employment starts after program completion.*

STEP: 3 IDENTIFY PRIOR CPT or OPT USED AT CURRENT EDUCATION LEVEL

___ **None – move to Step 4**

Prior CPT Authorizations:

Start Date: _____ End Date: _____ ___ Part-Time ___ Full-Time

Start Date: _____ End Date: _____ ___ Part-Time ___ Full-Time

Prior OPT Authorizations:

Start Date: _____ End Date: _____ ___ Part-Time ___ Full-Time

Start Date: _____ End Date: _____ ___ Part-Time ___ Full-Time

STEP 4: VERIFICATION OF EMPLOYMENT

Please check the applicable box, then complete Step 4 and ensure Step 5 is completed the Assistant Registrar.

I do not have an OPT employment offer yet (*move to Step 5*).

I do have an OPT employer offer – **attach required employer offer letter and explain how your position relates to your field of study** (*then move to Step 5*): _____

STEP 5: STUDENT CERTIFICATION

My signature certifies the validity of the information submitted on this form, that I have completed the required OPT course in CANVAS, and meet all criteria for applying for OPT. I understand:

- My submission of this application does not guarantee authorization to work off-campus; I must be approved by USCIS, receive my EAD card, and secure employment that meets USCIS criteria to be eligible.
- I must complete my online I-765 **within 30 days** of the date my DSO issues my I-20 recommending OPT.
- I am responsible for monitoring my I-765 application status and contacting USCIS if I have questions.
- I understand that when I file the I-765 with USCIS I will have the option to identify if I have social security number (SSN) or not. If I do not, they will file an application on my behalf.

Student Signature/Date: _____

After completing Steps 1-5 forward request to ISS@floridapoly.edu.

STEP 6: VERIFICATION OF ACADEMIC STANDING– **must be completed by Assistant Registrar**

The Assistant Registrar or other designed authority must complete Step 4 to confirm if the student is in good academic standing, has completed one academic year, and is eligible for graduation (post-opt). Please return to ISS or contact them if there are further questions.

Please check the applicable box(es) below:

I confirm the following regarding the student's status for _____ (term/year):

- | | |
|--|---|
| <input type="checkbox"/> Good Academic Standing | <input type="checkbox"/> Completed One Academic Year |
| <input type="checkbox"/> Not in Good Academic Standing | <input type="checkbox"/> Did Not Complete One Academic Year |
| <input type="checkbox"/> Post-OPT only: | Eligible to graduate _____ (term/year) |

Additional Comments: _____

Signature/Date: _____