

F-1 students must use this form to request DSO recommendation for pre-completion (pre-OPT) or post-completion OPT (post-OPT). The OPT course in [CANVAS](#) must be completed prior to submitting to [ISS](#), to ensure students are knowledgeable and aware of all regulations and criteria (STEM OPT applicants must use the [STEM OPT Request](#)).

Incomplete requests and requests submitted prior to completing the required course will not be processed.

PROCES STEPS

Use this checklist to assist you with the proper steps to complete your application process for OPT.

- ✓ Complete the ISS OPT course in [CANVAS](#) and pass the quiz with 100% (unlimited attempts).
- ✓ Complete this OPT Request and ensure **STEP 3** is completed by the Registrar's Office, before submitting to ISS .
- ✓ Once you obtain your updated I-20 form with DSO recommendation for OPT, complete the [USCIS online application](#) within 30 days of the I-20 issue date (**if you submit it more than 30 days after, USCIS will deny your application**).

STEP 1: STUDENT INFORMATION

Last Name: _____ First Name: _____ Student ID: _____

Passport Name: _____ Date of Birth: _____ SEVIS ID: _____

U.S. Address: _____
(Please provide the full off-campus address with apartment number, city and zip code that you will utilize after graduation)

Personal Email: _____ Phone: _____

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

STEP 2: SELECT TYPE OF OPT REQUEST

Check the applicable box and use the same code when filing your [I-765 Application](#) online with USCIS. Select the date you would like to start OPT; this may be **1 to 59 days after the program end date listed on your I-20**.

(Note: After OPT Recommendation I-20 is issued, these dates will be difficult to change)

Pre-completion OPT CODE (C)(3)(A) <i>*Employment begins and ends before program completion</i>	<input type="checkbox"/> Part-Time (20 hours/week)	Start Date: _____
	<input type="checkbox"/> Full-Time (21-40 hours/week)	
Post-completion OPT CODE (C)(3)(B) <i>*Employment begins and ends after program completion</i>	<input type="checkbox"/> Part-Time (20 hours/week)	Start Date: _____
	<input type="checkbox"/> Full-Time (21+ hours/week)	

Please verify any prior CPT or OPT authorizations received while in F-1 status (attach a separate sheet if necessary).

PRIOR CPT AUTHORIZATIONS:		
Start Date: _____	End Date: _____	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time
Start Date: _____	End Date: _____	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time
PRIOR OPT AUTHORIZATIONS:		
Start Date: _____	End Date: _____	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time
Start Date: _____	End Date: _____	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time

STEP 3: ENROLLMENT AND ACADEMIC STANDING VERIFICATION

This section **must be completed by the University Registrar's Office** to confirm the student is enrolled full-time, meeting academic standing, and eligible for graduation in the current or upcoming semester (as applicable to OPT type).

Eligible for Pre-Completion OPT (Must have completed one full academic year at Florida Poly)

I confirm the student is in good standing and will/has completed one full year of academic study effective _____ (term/year)

Eligible for Post-Completion OPT (Must be in their final semester of study and apply no more than 90 days prior to the end of their program)

I confirm student is in good standing and is eligible for graduation _____ (term/year)

Print Name: _____ Title: _____

Signature: _____ Date: _____

STEP 4: VERIFICATION OF EMPLOYMENT

Students are not required to have employment at the time they apply for OPT, but employment must be secured no more than 90 days after USCIS OPT approval and the EAD card is received. Please check the applicable box.

___ I do not have employment yet – **move to Step 5 of this form**

___ I do have an employer – **attach the required employer letter and completed [off-campus employment verification form](#)**

STEP 5: SOCIAL SECURITY NUMBERS (SSN)

If you do not have a Social Security Number (SSN), you may apply for one by **selecting "NO" on the online I-765 form**. USCIS will forward your application to the Social Security Administration (SSA), so you may be issued one. An SSN is a tax identification number that tracks employee salary and is required by employed [international students](#).

STEP 6: 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 the OPT employment benefit. **I understand:**

- As an F-1 international student, I am responsible for adhering to all immigration regulations and university requirements for studying in the US, this includes maintaining the requirements of my F-1 visa status.
- I am responsible for monitoring my I-765 application status and contacting USCIS if I have questions.
- If there are any changes to my personal/contact or employment information, I am required to notify my DSO within 10 days of this change.
- My submission of this application does not guarantee authorization to work off-campus; I must be approved by USCIS in the SEVIS database, 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.
- If I do not adhere to the required deadlines and regulations, my application can be denied.

Student Signature & Date: _____

ISS PROCESSING

All I-20 forms are sent electronically via the Florida Poly Student Email Account. 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, and their name must be provided prior to pick-up by the student. ISS will issue the I-20 within 5 to 10 business days for processing.