Lincoln University

Oakland, California

Instructions for OPT Request Form

What is the Purpose of the form?

This form is required for students who have completed the programs and would like to request for Optional Practical Training (OPT).

How is the Form Used?

Students must

1. Complete and sign this form.
2. Submit the documents required in the list to apply for OPT
3. Submit to Admissions Office.

Note

- It is **YOUR RESPONSIBILITY to mail OPT application packet to the appropriate USCIS office**. The Admissions office will not mail the documents for you.

- You can request for OPT as early as **90 days before the expected graduation date or within 60 days after the expected graduation date.**

- Students should provide your employment information to Lincoln University within 90 days from your OPT start date.

- This is the list of documents required to apply for opt:

  - ❖ Two 2x2-size color photographs (print your name and I-94 number lightly on the back-side of each photograph);

  - ❖ Three hundred and eighty dollars ($380.00) check payable to **U.S. Department of Homeland Security**;

- ❖ I-765 Form (download from http://www.uscis.gov/files/form/i-765.pdf);

- ❖ Copy of valid Passport (should cover the whole OPT period), Visa, and I-94 (both sides);

- ❖ A copy of OPT card (both sides) ONLY if you had OPT before;

- ❖ A copy of Approval document ONLY if you had Change of Status;

- ❖ I-20 from Lincoln University that will be issued once you submits all the required documents

Instructions

Please put your Student I.D accurately

Put current date

Put your LAST name, FIRST name, and MIDDLE name

Put your degree

Put the expected graduation date in MM/DD/YY format (This is the date your current semester ends.)

Put requested OPT start date in MM/DD/YY format (90 days prior to date your current semester ends)

Put Requested OPT end date in MM/DD/YY format (60 days after date your current semester ends)

Put your signature, your phone number, and your Lincoln University e-mail (ending with @lincolnucasf.edu)

**Please leave the section "ADMISSIONS OFFICE USE ONLY" blank.