

# Lincoln University



## OPT REQUEST FORM

### Student Information:

Student I.D.: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Degree: \_\_\_\_\_ Expected Graduation Date (mm/dd/yy): \_\_\_\_\_  
(This is the date your current semester ends.)

Requested\* OPT start date (mm/dd/yy): Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
\*You can request for OPT as early as 90 days before the expected graduation date you indicated above, or within 60 days after the expected graduation date.

**\*I understand that it is my responsibility to mail OPT application packet to the appropriate USCIS office.**  
**\*\*I am also aware that I should provide my employment information to Lincoln University within 90 days from my OPT start date.**

\_\_\_\_\_ @lincolnucsf.edu  
Student's Signature/Print Name Phone Number E-mail

### 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 (this form can be downloaded 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);
- If the student had OPT before, a copy of OPT card (both sides);
- If the student had Change of Status, a copy of Approval document;
- I-20 (it will be issued by the University once the student submits all the required documents)

### ADMISSIONS OFFICE USE ONLY

Has student met all the requirements for completion of degree?  NO  YES

#### For Graduate students only,

Progress Form submitted?  NO  YES ; If yes, Percentage of the work done \_\_\_\_\_ %  
Final Presentation/Comprehensive Examination Scheduled (if applicable)?  NO  YES

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

401 Fifteenth Street, Oakland, California 94612 - Telephone (510) 628-8010 - Fax (510) 628-8012