Lincoln University

OPT REQUEST FORM

Ref:AO/OPT

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.

_____   _____   @lincolnucasf.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);

☐ Four hundred and ten dollars ($410.00) 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

Revised :07/30/2017/AO/ukg