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 and check the USCIS regulations related to OPT (https://www.uscis.gov/opt).
**I am also aware that I should provide my employment information to Lincoln University within 90 days from my OPT start date.

_____
Student's Signature   Phone Number   E-mail

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☐ ***APPLY ONLINE (Recommended):*** https://www.uscis.gov/i-765
(Check the box above if you are applying online)

DOCUMENTS REQUIRED TO APPLY FOR OPT (by mail to USCIS service center)

☐ Two 2x2-size color photographs (print your name and I-94 number lightly on the backside of each photograph).

☐ Four hundred and ten dollars ($410.00)* check payable to **U.S. Department of Homeland Security**.

   *USCIS periodically adjusts its filing fee, please visit https://www.uscis.gov/forms/our-fees before filing

☐ Completed I-765 Form (the form and instructions can be downloaded from https://www.uscis.gov/i-765).

☐ 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)

OFFICE OF THE REGISTRAR USE ONLY

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

For Graduate students only:

    Is this the last semester of the program? ☐ NO   ☐ YES

Verified by: _____   Date: _____