INTERNATIONAL PROGRAMS OFFICE

ONE COLLEGE DRIVE • BENTONVILLE AR 72712
STUDENT CENTER • 2ND FL. GLOBAL COMMUNITIES CENTER
PH (479) 619-2224 • FAX (479) 619-2665 • WWW.NWACC.EDU

Standard OPT Application Checklist

Student: You must complete this form and submit it to you IPO Advisor with your materials for the OPT application. If this form is incomplete, your OPT application will be delayed. Application processing time in IPO may take up to two weeks. Application processing time once mailed to Texas Service Center may take up to 90 days.

_____ _____
FAMILY NAME **GIVEN (FIRST) NAME**

__ _____ _____
COLLEGE ID NUMBER **MAJOR FIELD OF STUDY (on current I-20)**

ASSOCIATE DEGREE: ☐ **AAS** ☐ **AS** ☐ **AA** ☐ **CERTIFICATE**

Step 1: Determine your completion date based on the last day of final exams in your last semester of required courses.

A. My program completion date will be: _____

B. 90 days prior to my completion date will be: _____

C. 60 days following my completion date will be:_____

Significance of these dates:

A. Standard OPT authorization may not be prior to this date.
B. You may submit your OPT application no more than 90 days prior to completion. This is the earliest date you may submit the application.
C. Your OPT must begin no later than 60 days after your completion. This is the lasts day you may request stand OPT to begin.

☐ **I have calculated the dates and wish to request my OPT to begin on: _November 3, 2011_____ *which is not earlier than date A and not later than date C.**

Step 2: Have your academic advisor or major professor complete an Academic Recommendation Form (Do not complete any portion of this form yourself. Forms completed by the student cannot be accepted.

☐ **I have an Academic Recommendation Form which was completed (filled in AND signed) by my academic advisor or major professor.**

Step 3: Obtain two passport-style photos. Write your name and I-94 number on the back of each photo using pencil or ballpoint pen (NOT gel or liquid ink pen). The photos must be current (taken with the last six months). Do not cut or staple them.

☐ **I have obtained two current passport-style photos and written my name and I-94 number on the back of each photo.**

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Step 4: Write a check or money order for application fee of $380.00, payable to **"Department of Homeland Security."** Make sure the dollar amount is written out in words as: **"Three hundred eighty and 00/100"** and that the check is signed and dated properly. Do not make any corrections on the check (such as crossing out an old address and writing in a new one, etc.) checks must be preprinted with the account holder's name; temporary checks are not accepted. Cashier's checks (written by the bank) are acceptable.

☐ **I have a check or money order payable to Department of Homeland Security, and the amount is written out as "Three hundred eighty and 00/100" dollars.**

Step 5: Complete Form I-765 according to the instructions. Be sure to use the International Programs Office address in section 3: **International Programs Office, One College Dr., Student Center, Room 225; Bentonville, AR 72712.**

☐ **I have downloaded a Form I-765 from the USCIS website and have completed it as directed in the specific instructions provided by USCIS, and I have used the International Programs Office Address in Section 3.**

Step 6: Gather your immigration documents (passport, I-94 card, I-20(s), prior employment authorization documents, and any other documentation related to your immigration status) and make an appointment with an IPO advisor to submit your OPT application. Remember that you may not apply for OPT earlier than date "B" you calculated in Step 1.

☐ **I have my passport, I-94 card, I-20(s), and any other immigration status-related documents ready. I have scheduled an appointment to submit my OPT application to an IP advisor on: _____**

Acknowledgement (you must sign and date):

- I understand that I may not request standard OPT to begin before I complete my program or more than sixty days after I complete my program.
- I understand that during OPT I must report any changes in my name, address, or immigration status to IPO.
- I understand that during OPT I must report my employment information to IPO, including my employer's name, address, and the dates my employment begins and ends. I understand that I must report any changes in employment information to IPO within 10 days of the change occurring.
- I understand that I may not be unemployed for more than 90 days total during my entire period of standard OPT and that periods of 10 days or less between the ending of one job and the beginning of another are not counted toward my 90-day maximum.
- I understand that I may not begin employment until I have a current OPT authorization card in hand, and I may not continue employment after the ending date on my OPT authorization card.
- I understand that once my OPT authorization ends I will have a maximum of sixty days to either apply for a change of status, obtain a new I-20 to continue in F-1 status, or depart the United States.
- I understand that even though I may not be a "student" any longer my immigration status during OPT is still F-1 and I am still responsible for complying with immigration requirements related to F-1 status.

Signature: _____Date: _____

FOR IPO ADVISOR ONLY: Received Date _____ Complete _____ Advisor Initials_____