



Office of International Student Services
7502 Fondren Rd, Houston, TX 77074
(281) 649-3292 goglobal@hbu.edu

OPT Request Form

Name..... Banner ID# H.....
Last First Middle

Degree Major/Minor Requested OPT start date

Email address:

Application Checklist:

- Form I-765; for question 27: (c)(3)(a) for Pre-Completion, (c)(3)(b) for Post-Completion. www.uscis.gov
Final Semester Form, if applying for Post-Completion OPT
Two passport-style photos. Write in pencil: name & admission number from I-94 on the back.
2 photocopies of your passport, I-94 card, visa, all previous I-20s, and previous EAD card(s), if any
A check for \$410.00, payable to "U.S. Department of Homeland Security."
Obtain a new I-20 from OISS with OPT recommendation and new completion date.
G-1145 https://www.uscis.gov/g-1145
Mail the application materials to:

(Regular USPS Mail)

USCIS
PO Box 660867 or
Dallas, TX 75266

(Express mail or courier deliveries)

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business Suite 400
Lewisville, TX 75067

F-1 students are responsible for reporting their address, their employer's name and address, any change in their legal name, and any period of unemployment while on OPT. Please INITIAL by each statement below. The regulations governing these reporting requirements are:

..... 8 CFR 214.2 (f) (5) defines the duration of status for F-1 students as the "time during which an F-1 student is pursuing a full course of study at an educational institution approved by the Service for attendance by foreign students, or engaging in authorized practical training following completion of studies..."

..... 8 CFR 214.2 (f) (17) requires that "A student must inform the DSO and the Service of any legal changes to his or her name or of any change of address, within 10 days of the change, in a manner prescribed by the school. A student enrolled at a SEVIS school can satisfy the requirement in 8 CFR 265.1 of notifying the Service by providing a notice of a change of address within 10 days to the DSO, who in turn shall enter the information in SEVIS within 21 days of notification by the student."

..... 8 CFR 214.2 (f) (12) requires "An F-1 student authorized by the Service to engage in practical training is required to report any change of name or address, or interruption of such employment to the DSO for the duration of the authorized training. A DSO who recommends a student for optional practical training is responsible for updating the student's record to reflect these reported changes for the duration of time that training is authorized."

..... 8 CFR 214.3 (g) (3) requires reporting within 21 days of change in "Any other notification request made by SEVIS with respect to the current status of the student"

I have read, understood, and will abide by the above 8 CFR's.

Student Signature Date/...../.....

SEVIS Request made by (DSO) Date/...../.....