WESTCLIFF UNIVERSITY
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Post-completion OPT Recommendation Request Form

Please complete this form and submit it to the International Affairs Department at intlservices@westcliff.edu.

Personal Information		
Last Name :	First Name :	Middle Initial :
Student ID :	SEVIS ID :	
U.S Address :		
Email Address :	Date of Birth : MM/DD/YYYY	
Have you been authorized for OPT in the past? ☐ No ☐Yes From : MM/YYYY to MM/YYYY		

Post-Completion OPT Information

Degree :   ☐ Bachelor's   ☐ Master's   ☐ Doctorate's

Major :	Concentration :
Program start Date (on the I-20) :	Expected Program End Date (on the I-20) :

Which will be your last session, semester, and year?

*Your final session of registration will become your new I-20 expiration date. Please confirm your end date with your Student Services Advisor. F-1 students may start applying for Post-Completion OPT 90 days before their end date. You will need to use this date when calculating your OPT start date below:

Session : _____   **Semester** : _____   **Year** :_____

Requested Post-Completion OPT Authorization Dates:

*Please note that the earliest OPT start date can be the day after the end date and the latest date is 60 days after your I-20 end date.

Start Date (MM/DD/YYYY) : _____   End Date (MM/DD/YYYY) : _____

*These dates cannot be changed once your OPT application is submitted to USCIS.

By signing this form, I understand that I must adhere to the F-1 regulations to maintain my status while I am on Post-Completion OPT. I also understand that I must report my employment status, personal information, and any changes in my employment status to Westcliff University. Failure to do so will result in the termination of my I-20 record. By signing this form, I confirm that the information I have provided is true and will only engage in employment in my field of study as noted in my I-20.

Student Signature: _____   **Date**_____

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Post-Completion OPT Application Checklist

In order to apply for Post-completion OPT, please make sure that you have met the following:
- You are in lawful and active F-1 status.
- You have received a graduation notice and are qualified for graduation.
- You have completed all coursework requirements for the degree by the start of OPT.

Students can apply for OPT as early as 90 days prior to their program completion date, but no later than 60 days after their program completion date.

Required Documents for Post-Completion OPT Application

Gather the following before making an OPT application appointment (do not staple your documents together). Make sure to photocopy your entire application for your records.

❏ Completed Optional Practical Training Request form.

❏ Copy of Passport

❏ Copy of Visa

❏ Copy of I-94 printout (download at https://i94.cbp.dhs.gov/)

❏ Completed G-1145 (download the latest version at https://www.uscis.gov/g-1145)
   - Typed, not handwritten

❏ Completed I-765 form (download the latest version at https://www.uscis.gov/i-765).
   -Typed, not handwritten
   -Instructions for the I-765 Form can be accessed on the USCIS official website
   - **Use blue ink to sign name in the signature box. Ensure the signature stays within the box.**

❏ Two Passport-Style Photos
   - Write your name and I-94 number on the back of each photo
   - Do not use photos from your home country
   - Photos must be taken within the last 30 days
   - Plain white or off-white background.

   *Lightly write your name on the back with a pencil or felt-tip pen.

> 2" x 2"
> (51 mm X 51 mm)
> color
>
> (DRAWN TO SCALE)
>
> full face, front view,
> eyes open

❏ Copies of all previous I-20s in chronological order with most recent on top
- Include all previously issued CPT I-20s and OPT I-20s as well.
- Do not copy the instructional pages

❏ Check for $410 made payable to Department of Homeland Security
   - Check must be a U.S. check drawn on U.S. bank but does not need to be from your own account

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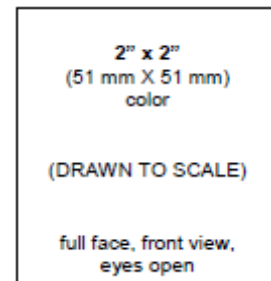
John Doe
4199 Campus Drive, #650
Irvine, CA 92612

Date Today's Date (mm/dd/yy)   650

PAY TO THE
ORDER OF   U.S. Department of Homeland Security $410.00

Four hundred ten dollars and 00/1000 ---
_____ DOLLARS

MEMO I - 765   N0001234567 (Your SEVIS ID #)   Signature _____

I: 0123456789 I: 1001001234 II ⊦   0650

❏ Copies of any prior EAD cards (if applicable)

❏ Optional: Documentation from the International Affairs Department indicating current academic status and expected date of completion of studies. A one to two sentence letter is sufficient.

If applicable, include:
- Photocopies of all previously issued OPT I-20s