

OPT is off-campus work authorization that allows international students on F-1 visas to seek degree-related employment either during or after the completion of the program of study.

- Students may work for a total of 12 months in full-time status. (Includes both pre-completion and post-completion)
- Students must have been enrolled at Mercer University for at least one full academic year (two semesters or four consecutive 8-week sessions).
- It is not necessary for students to have an offer of employment before applying; however, all employment must be directly related to a degree earned in the U.S. while the student is on F-1 status.
- Pre-completion and post-completion OPT must be applied for separately.

SECTION 1: STUDENT INFORMATION

FAMILY NAME	FIRST NAME	MUID	EMAIL ADDRESS
CURRENT STREET ADDRESS	CITY, STATE, ZIPCODE	CELL PHONE #	EMAIL ADDRESS 2
PROGRAM/COLLEGE	MAJOR	PROGRAM START DATE	EXPECTED GRADUATION DATE
PREVIOUS CPT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES: <input type="checkbox"/> FT <input type="checkbox"/> PT	PREVIOUS OPT? <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> PRE-COMP. <input type="checkbox"/> POST-COMP. <input type="checkbox"/> FT <input type="checkbox"/> PT EAD CARD START DATE: _____ END DATE: _____	REQUESTED START DATE FOR NEW OPT	

SECTION 2: ACADEMIC ADVISOR VERIFICATION

ADVISOR NAME	TITLE	SCHOOL	EMAIL
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NOTE TO ADVISOR: F-1 international students applying for post-completion OPT must complete the application process within 90 days of the program completion date in order to take advantage of the full 12 months of the work authorization period. Program completion is defined by USCIS as the last day of classes in the semester in which the student will complete ALL degree requirements (NOT the graduation date). Once OPT begins, students may no longer enroll in coursework. For thesis/dissertation students, the program completion date may be the tentative thesis defense date of all other coursework is complete. Please complete the information below regarding the student's program completion and eligibility for OPT.

A DEGREE AUDIT HAS <input type="checkbox"/> HAS NOT <input type="checkbox"/> BEEN COMPLETED	COURSEWORK COMPLETION DATE
NUMBER OF CREDITS REMAINING TO COMPLETE DEGREE	GRADUATION DATE
DEGREE LEVEL <input type="checkbox"/> BACHELOR'S <input type="checkbox"/> MASTER'S <input type="checkbox"/> DOCTORATE	DEGREE TYPE
<i>I verify that the information submitted above is complete and accurate. This student will complete the degree program by the date above pending the successful completion of all necessary remaining course requirements on the coursework completion date above.</i>	
ADVISOR'S SIGNATURE	DATE

SECTION 3: APPLICATION REQUIREMENTS / PROCESS

1. Complete this form with your academic advisor within 90 days of your program completion.
2. Gather the following documents to present to your international student advisor for review with the submission of this form:
 - a. Completed USCIS Form I-765
 - b. Two U.S. passport-style photos with I-94 number printed in pencil on the back
 - c. Personal check or money order addressed to: the U.S. Department of Homeland Security
 - d. Current passport
 - e. Current F-1 visa
 - f. Copy of I-94
 - g. Copies of any previous EAD cards
 - h. Copy of I-797A if you have changed immigration status to your current F-1 status from another status
3. The international advisor will create a new Form I-20 with a request for OPT included on the document.
4. The international advisor will give you a copy of your OPT application and I-20. Keep this information in a safe place.
5. Submit the I-765 with the new I-20 and all other required materials (above) to the appropriate USCIS address for adjudication.