OPT APPLICATION REQUIREMENTS

- Complete Form I-765, Application for Employment Authorization
- Complete form G-1145, E-Notification of Application/Petition Acceptance
- Choose an OPT start date
- Obtain adviser signature on “Academic Program Verification Form”
- Read, sign and date “OPT Statement of Understanding”. Initial next to each statement to show that you have read and understood each one.
- Obtain 2 passport-sized photographs
- Obtain a check or money order for $380 payable to USCIS. (Credit cards or cash are not accepted.)
- Bring your passport, visa, and I-94.

Make an appointment to see a DSO in International Engagement when you are ready to submit your application. Please have all documents prepared BEFORE you come to the appointment.
I am applying for: 
☐ Permission to accept employment. ☐ Replacement (of lost employment authorization document).
☐ Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name
   (Family Name) (First Name) (Middle Name)

2. Other Names Used (include Maiden Name)

3. U.S. Mailing Address
   (Street Number and Name) (Apt. Number)
   360 Farris Road
   (Town or City) (State) (ZIP Code)
   Conway AR 72034

4. Country of Citizenship or Nationality

5. Place of Birth
   (Town or City) (State/Province) (Country)

6. Date of Birth (mm/dd/yyyy)

7. Gender ☐ Male ☐ Female

8. Marital Status
   ☐ Married ☐ Single ☐ Divorced ☐ Widowed

9. Social Security Number (Include all numbers you have ever used, if any)

10. Alien Registration Number (A-Number) or Form I-94 Number (if any)

11. Have you ever before applied for employment authorization from USCIS?
   ☐ Yes (Complete the following questions.)
   Which USCIS Office? Dates
   Results (Granted or Denied - attach all documentation)
   ☐ No (Proceed to Question 12.)

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)

13. Place of Last Entry into the U.S.

14. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

15. Current Immigration Status (Visitor, Student, etc.)

16. Eligibility Category. Go to the “Who May File Form I-765?” section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.

   (c) (3) (B)

17. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.
   Degree
   Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

18. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Question 16 above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

Applicant's Signature
I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the “Who May File Form I-765?” section of the instructions and have identified the appropriate eligibility category in Question 16.

Signature __________________________
Date of Signature (mm/dd/yyyy) ________________
Telephone Number __________________________

Signature of Person Preparing Form, If Other Than Applicant
I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Signature __________________________
Date of Signature (mm/dd/yyyy) ________________
Printed Name __________________________
Address __________________________
Who Can Receive E-Mails and/or Text Messages?

When you file an immigration form at one of the three U.S. Citizenship and Immigration Services (USCIS) Lockbox facilities, you will have the option to receive an e-mail and/or text message informing you that USCIS has accepted your application or petition. If you provide an e-mail address and a mobile phone number, you will receive both types of electronic notification (e-Notification) messages.

The three USCIS Lockbox facilities are located in Chicago, IL, Phoenix, AZ, and Lewisville, TX.

You should verify where to file by reviewing the filing instructions related to your immigration form(s). Please note that some immigration forms will continue to be filed with USCIS Service Centers or Field Offices. USCIS Service Centers or Field Offices will not provide e-mail and text message notifications at this time. USCIS will continue to expand its e-Notification messaging capabilities to include these filings.

When Will I Be Notified?

USCIS will notify you within 24 hours of accepting your immigration form(s).

What Will the E-Mail or Text Message Include?

The message will provide a receipt number as information but will not constitute official notice of acceptance. The e-mail notice will also provide a brief statement on how to get additional information about the status of your case.

USCIS will then send the official receipt notice, Form I-797C, Notice of Action, to the person seeking the benefit or the person's representative, as appropriate, via the U.S. Postal Service. There will be no e-Notification for acceptance of Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative. E-mail or text messages that cannot be delivered will not be retransmitted.

What If I Want to Submit Multiple Applications?

If you are submitting multiple immigration forms for one applicant, please clip this entire form with the e-mail address and/or mobile phone number (see below) to the front of the first immigration form of the package. You will receive a separate e-mail and/or text message for each accepted immigration form.

For representatives who file multiple unrelated immigration forms in one envelope, and who want their clients to receive e-Notification(s), this form, with the notification information provided below, must be clipped to the front of each related package of immigration forms. The e-Notification message will provide a receipt number for each immigration form but will not include the applicant's name because the message cannot be sent over a secure network. One e-mail and/or text message will be sent per accepted immigration form; e-Notification will only be sent to the person requesting the benefit(s).

Does the E-Notification Grant Any Type of Status or Benefit?

No. The e-mail or text message does not grant any immigration status or benefit. You may not present a copy of the e-mail or text message as evidence that USCIS has granted you any immigration status or benefit. Receipt of the transmission cannot be used as supporting evidence for other benefits.

Will USCIS Cover My Costs to Receive E-Mails and Text Messages?

No. USCIS assumes no legal responsibility for your costs to receive e-mail and/or text messages. USCIS will not reimburse you for any costs related to e-Notification.

How Can I Request E-Mails or Text Messages?

If you submit your immigration form(s) to a USCIS lockbox facility and include your e-mail and/or mobile phone number in the appropriate box below, USCIS will use this information as permission to send an e-Notification to you. If you reside overseas and file Form G-1145, you will not be able to receive a text message notifying you that your application/petition has been accepted.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at three minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Products Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529-2210. OMB No. 1615-0109. This form expires May, 31, 2012. Do not mail your application to this address.

Complete this form and clip it on top of the first page of your immigration form(s).

<table>
<thead>
<tr>
<th>Applicant/Petitioner Full Last Name</th>
<th>Applicant/Petitioner Full First Name</th>
<th>Applicant/Petitioner Full Middle Name</th>
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E-Mail Address

Mobile Phone Number (Text Message)

Form G-1145 (Rev. 05/25/11) Y
UNIVERSITY OF CENTRAL ARKANSAS  
OFFICE OF INTERNATIONAL PROGRAMS  

ACADEMIC PROGRAM VERIFICATION FORM  

The information below is needed to process the following student’s request for Optional Practical Training with the U.S. Citizenship and Immigration Services (USCIS). This allows F-1 students to obtain one year of work authorization in the US in order to gain work experience related to their major.

Please contact the Office of International Engagement at 450-3445 if you have questions regarding this. Thank you for your assistance.

Student’s Name: ____________________________________________

Major: __________________________ Type of Degree To Be Awarded: ______

The student is expected to complete all coursework requirements for his/her degree by

(date) __________________________________________

Or

The student is expected to complete all degree requirements and will graduate on

(date) __________________________________________

Name of Major Adviser

Signature

Date
OPTIONAL PRACTICAL TRAINING
Statement of Understanding

I understand that I must report to the Office of International Engagement the following information within 10 days:

- any change to my name or address,
- name, address and phone number of my employer, when I begin employment;
- any interruption of OPT employment or change of employer.

I understand that employment during OPT is expected to be directly related to my major.

I understand that if I am unemployed a total of more than 90 days during my post-completion OPT, this will result in a violation of the requirements for remaining in valid F-1 status.

I understand that my OPT authorization ends if I am issued a new I-20 to begin a new degree program or when my I-20 is released to another university if I transfer to another school.

Signature

Print name

Date