

INTERNATIONAL STUDENT SERVICES • UNIVERSITY OF HAWAI‘I AT MĀNOA

2600 Campus Road, QLCSS 206, Honolulu, HI 96822 • Phone: (808) 956-8613 •

Website: www.hawaii.edu/issmanoa

F-1 OPTIONAL PRACTICAL TRAINING (OPT) REQUEST

Part 1: Select OPT Category		
<i>To be completed by the student.</i>		
<input type="checkbox"/> Pre-Completion OPT Complete Parts 2, 3, 4, 5 and 7	<input type="checkbox"/> Post-Completion OPT Complete Parts 2, 3, 4, 5 and 7	<input type="checkbox"/> STEM OPT Extension Complete Parts 2, 3, 6 and 7
Part 2: Student Information		
<i>To be completed by the student.</i>		
Student Primary Name/Surname/Family Name	Student Given Name(s)	UH ID # (numbers only)
Part 3: Authorization Period		
<i>To be completed by the student.</i>		
Pre-Completion OPT (c)(3)(A) – Part-Time	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
Pre-Completion OPT (c)(3)(A) – Full-time	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
Post-Completion OPT (c)(3)(B)	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
STEM OPT Extension (c)(3)(C)	Start and end dates set automatically	
Notes (Additional segments of Pre-Completion OPT may be added here.)		
Part 4: Applicable Degree Information		
<i>To be completed by the student - Include another completed form if double major.</i>		
Degree	Major	(Expected) Completion Date (mm/dd/yyyy)
<input type="checkbox"/> Check this box only if OPT will be during thesis/dissertation stage. (See Instructions part 4)		
Part 5: Academic Advisor Certification (For Pre- And Post-Completion OPT Only)		
<i>To be completed by the academic advisor.</i>		
I certify that I am the academic advisor of the student identified in Part 2, and that this student has completed or intends to complete the degree in part 4, or all coursework towards that degree except for the thesis or equivalent, by the completion date entered.		
Advisor Signature	Date (mm/dd/yyyy)	Email
Advisor Full Name	Job Title	
Part 6: For STEM OPT Applicants Only		
<i>To be completed by the student.</i>		
Employer Name as Listed in E-Verify	Employer E-Verify Number	
Name of school from which degree was earned, if not UHM	Major 6-digit code as listed on other school's I-20, if applicable	
Part 7: Student Certification		
<i>To be completed by the student.</i>		
I certify that the information presented on this form is true and accurate to the best of my knowledge. I have been informed of all the requirements related to OPT categories, eligibility, application and reporting, and I understand my responsibilities if approved.		
Student Signature	Date (mm/dd/yyyy)	

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Instructions

Part 1: Select OPT Category

If you select Pre-Completion or Post-Completion OPT, continue to complete only Parts 2, 3, 4, 5 and 7. If you select STEM OPT Extension, continue to complete only Parts 2, 3, 6 and 7.

Part 2: Student Information

Enter your name as it appears on your passport and I-20. Enter your 8-digit UH ID number. No dashes.

Part 3: Authorization Period

Pre-Completion OPT may be part-time, full-time, or a combination. There must not be any breaks between segments nor overlaps. Full-time is only available during official school breaks; or in the case of graduate students, may also be during thesis stage or equivalent. Fill in the start and end dates of "Pre-Completion OPT – Part-Time," and/or "Pre-Completion OPT – Full-Time." For multiple segments that cannot be listed in the fields provided, add them to the Notes section.

For "Post-Completion OPT," fill in the start and end dates. The start date must be within the 60-day period following the completion date of your program. STEM OPT Extension dates are automatically set from the day after your regular OPT ends for a period of 24 months.

Part 4: Applicable Degree Information

Enter the abbreviation for your degree, such as BA, BS, MA, PhD. Enter your major and completion date, which is normally the commencement date (i.e., graduation date) of each semester. Graduate students may do Post-Completion OPT during their thesis/dissertation stage. Check the box if you wish to do so. The completion date should then reflect the date by which you will complete all coursework to advance to that stage. If you are already in your thesis/dissertation stage, you should ask an ISS advisor for guidance on a proper date based on your requested OPT start date. Selecting this option requires you to complete your degree by the end of the OPT period.

STEM OPT Extension applicants should confirm their major is on the U.S. Department of Homeland Security (DHS) list of eligible STEM fields.

Part 5: Academic Advisor Certification (for Pre- and Post-Completion OPT Only)

Your advisor must confirm your program completion date (or graduation date). Pre-Completion OPT must occur before this date, while Post-Completion must occur after this date.

Part 6: For STEM OPT Applicants Only

To be eligible for STEM OPT Extension, you must have at least an offer of employment to start during the Extension period. Provide the name of the employer as listed in E-Verify, the employer's E-Verify number. If you are using a STEM degree acquired from another school, list the name of the school and the 6-digit code of your major as listed on your I-20 from that school.

Part 7: Student Certification

Read, sign and date the statement.