



# Colorado Heights University OPT Request Application

### Registrar Appointment Documentation:

1. \_\_\_\_\_ **Completed I-765:** Available at <http://www.uscis.gov/files/form/i-765.pdf>, e-File option also available at [www.uscis.gov/e-filing](http://www.uscis.gov/e-filing)
2. \_\_\_\_\_ **\$380.00 fee received by CIS:** Credit card, check or money order made payable to Department of Homeland Security.
3. \_\_\_\_\_ **Two photographs:** Photos specifications available at <http://www.uscis.gov/files/form/i-765instr.pdf>.
4. \_\_\_\_\_ **I-20 Photocopy:** The endorsement by the ISA for OPT must be within 30 days of receipt of the document at the Service Center. The ISA will make a copy of the I-20 for the application after completion of the application.
5. \_\_\_\_\_ **I-94 Photocopy:** Photocopy both sides of the I-94 along with the visa page (May use 1 or 2 sheets of paper).
6. \_\_\_\_\_ **G-1145:** To receive email or text message notification of OPT packet receipt by USCIS (<http://www.uscis.gov/files/form/g-1145.pdf>)
7. \_\_\_\_\_ **Previous EAD(s) Photocopy:** Send if applicable.

### Request Application:

**NAME:** \_\_\_\_\_  
First Middle Last "Nickname" – If applicable

**STUDENT NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS DURING OPT:** \_\_\_\_\_

### REQUESTED DATES FOR OPT EMPLOYMENT:

Start date (mm/dd/yyyy) \_\_\_\_\_ End date (mm/dd/yyyy) \_\_\_\_\_

### Student Attestation:

*I am requesting OPT and I understand that during the authorized OPT period I must immediately report the following information to the CHU Registrar ([Registrar@chu.edu](mailto:Registrar@chu.edu)):*

- Any change in name or address;
- The name and address the employer;
- Employment start and end dates;
- Your employer name and address each time you change employers;
- Any interruption of employment (i.e. you quit, or get laid off); and
- A change of immigration status.

*I also understand the following:*

- My program end date will be shortened on my I-20 to reflect my completion of studies;
- Accumulating more than 90 days of unemployment during OPT will mean that I will be considered out of status;
- I understand that I will not be eligible for on-campus employment or CPT after the program end date on my I-20;
- I must have finished all coursework required for my degree by the end of the current term; and
- I confirm that I expect to graduate this term.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### For CHU Registrar Use Only:

- |                      |                        |
|----------------------|------------------------|
| _____ CPT Screenshot | _____ Photo labeling   |
| _____ Paper (or)     | _____ E- file          |
| _____ Visa (and)     | _____ Passport copy    |
| _____ School (or)    | _____ Personal address |