

STEPS FOR GRADUATE ENGINEERING STUDENTS APPLYING FOR OPT

The major department and college advisor will take three weeks to process an OPT application form in a given semester for an Engineering student. Student must complete OPT application steps as outlined below.

Student Section:

Name: _____ Student Number: _____
(Last, First, M.I.)

E-mail address: _____

Sign and date below:

I understand I cannot start work until all degree requirements have been met (including the thesis/dissertation submission for binding). If your degree is non-thesis, please so indicate. Inquire with Graduate Admissions Assistant regarding deadline dates for submission of thesis/dissertation of your graduating semester.

Student's Signature Date _____

As the thesis/dissertation Chair of the above named student, I understand that he/she cannot start work until he/she has submitted his/her thesis or dissertation to the Dean's Office for binding. A copy of the submission form will be sent to the departmental graduate admission assistant.

Thesis/Dissertation Chair's Signature Date _____

OPT APPLICATION STEPS (to be checked by student)

(Please check off each step when completed.)

- Pick up** the OPT application from the **International Student and Scholar Services Office**, 306 Student Service Center (SSC) along with this form and make an appointment to see the first available counselor in **ISSSO** in three weeks.
- Pick up** and complete the graduation application and questionnaire form from the departmental Graduate Admission Assistant.
- Submit** your OPT form along with your graduation application, questionnaire form, **signed and approved degree plan** and this sheet to the departmental Graduate Admission Assistant.

Student will receive an e-mail message from Dean's Office when signed OPT form is ready for student to pick-up and return to **ISSSO**.

Enrolling Department Section (to be checked by major department)

The departmental **Graduate Admission Assistant will submit** (within 2 weeks) your OPT application, graduation application and questionnaire form along with **your signed and approved degree plan** to Academic Records Coordinator in the Engineering Dean's office for an unofficial graduation review.

Date _____

Dean's Office Section:

Academic Records Coordinator will notify student when the signed OPT application form is ready for student pick-up. Graduation requirements to be completed and/or any problems will be indicated (see below).

Unofficial Degree Requirements Outstanding

- Must successfully complete courses in progress. Must raise Cumulative GPA ≥ 3.000 .
- Must petition and have approved your degree objective change by _____.
- Must submit thesis or dissertation by the deadline. Need copy of your signed qualifying exam letter.
- Must have official GRE and/or TOEFL scores posted on UH records in two weeks.
- Must successfully complete "I" grades from _____.
- Grade from _____ will not count in GPA for graduation.
- Other _____.

Academic Records Coordinator (date)