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.

<table>
<thead>
<tr>
<th>Student Section:</th>
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</thead>
<tbody>
<tr>
<td>Name: ___________________________ Student Number: ___________________________</td>
</tr>
<tr>
<td>Last, First, M.I.</td>
</tr>
<tr>
<td>E-mail address: ___________________________</td>
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</tbody>
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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.

__________________________ Date_________________________

Student’s Signature

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.

__________________________ Date_________________________

Thesis/Dissertation Chair’s Signature

OPT APPLICATION STEPS (to be checked by student)

(Please check off each step when completed.

1. 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.

2. Pick up and complete the graduation application and questionnaire form from the departmental Graduate Admission Assistant.

3. 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.

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)

*last updated on 02/12 by IA*