Instructions for Pre-OPT/Post-OPT (Undergraduate)

1. Go to [here](#) and look for Pre-OPT / Post-OPT.

2. Select the correct form you are requesting (Pre-OPT or Post-OPT) and the correct form you need. (graduating in Fall / Spring / Summer)

   **Pre-OPT: OPT request before graduation**
   **Post-OPT: OPT request after graduation**

   - **Post-OPT**
     a.) If you are graduating in Fall
     b.) If you are graduating in Spring
     c.) If you are graduating in Summer
     d.) **IMPORTANT:** Use the DocuSign form which includes all the below items in a single transmission to your academic advisor
     e.) Post-OPT application form from ISSS
     f.) Copy of SJSU **Unofficial Transcript (Instructions)**
     g.) Current Enrollment **(Instructions)**
     h.) Copy of your My Progress Report **(Instructions)**
     i.) Post-Optional Practical Training (Post-OPT) submission form

   - **Pre-OPT**
     a.) If you are graduating in Fall
     b.) If you are graduating in Spring
     c.) If you are graduating in Summer
     d.) **IMPORTANT:** Use the DocuSign form which includes all the below items in a single transmission to your academic advisor
     e.) Pre-OPT application form from ISSS
     f.) Copy of SJSU **Unofficial Transcript (Instructions)**
     g.) Current Enrollment **(Instructions)**
     h.) Copy of your My Progress Report **(Instructions)**
     i.) Pre-Optional Practical Training (Pre-OPT) submission form

3. Please fill out your name and preferred email address in DocuSign, then select “Begin Signing”.

![DocuSign screenshot](#)
4. Check your email to get access code to view the document. It shows “signing validation code” in your email.

5. Please fill out all the necessary and required information in DocuSign indicated as red and required.

6. Please include required attachments to the form. Instructions on how to get the attachments are clearly indicated in a separate page. Please also fill out the google form “Pre-OPT / Post-OPT information submission form”.

7. Select “Finish” when you are done.
8. You will receive a “completed DocuSign” email once every party has finished signing the form.

*If you have any questions, please email electrical.engineering@sjsu.edu*