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

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**
   - Pre-Optional Practical Training (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 SISU Unofficial Transcript ([Instructions](#))
     g.) Current Enrollment ([Instructions](#))
     h.) Copy of your approved Graduate Petition for Advancement to Graduate Candidacy
     i.) Copy of your Course History
     j.) Pre-Optional Practical Training (Pre-OPT) submission form
   - Post-Optional Practical Training (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.) Pre-OPT application form from ISSS
     f.) Copy of SISU Unofficial Transcript ([Instructions](#))
     g.) Current Enrollment ([Instructions](#))
     h.) Copy of your approved Graduate Petition for Advancement to Graduate Candidacy
     i.) Copy of your Course History
     j.) Post-Optional Practical (Post-OPT) Form submission

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

**Approved Graduate Candidacy Form should be signed by your academic advisor. Here is the required 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