

RFE on OPT application (and H1b)

U.S. Citizenship and Immigration Service (USCIS) requires additional documentation to establish that you maintained lawful and valid F-1 nonimmigrant status while you were enrolled as an F-1 student at XXX University by engaging in a full course of study.

This evidence must include but is not limited to:

1. A statement from the Designated School Official (DSO) and the Registrar attesting to your physical presence in the classroom;
2. A full description of your course of study/academic program, including all graduation requirements such as the number of credits or classroom hours and your college's definition of "full course of study" for your degree level;
3. Copies of your course syllabi for all classes and coursework in which you earned credit towards your degree. Provide delivery method (in person/lecture, lab, virtual, online, tele-learning, broadcast, satellite, etc.) of the course if not listed on the syllabus;
4. Proof of tuition payments made by you for the duration of your enrollment;
5. A copy of your most recent transcripts showing number of credits or hours received.

Address history

Provide a complete listing of all addresses where you lived from the time you entered the United States on your F-1 Visa to present, including proof of residence. Acceptable evidence may include lease/rental agreement, utility bill, etc.

1. OIE staff and the registrar can write the letters attesting to your presence, though this is not something the registrar is used to doing so it may need to be negotiated. For AGSM, see Karen Arthur. For Law, see Melodye MacAlpine. For CLA, consult the OIE for advice.
2. The catalog for each year and the most recent can be retrieved from the Registrar's office and online. You may need to pull and print data so you have something to submit to USCIS.
3. For the syllabi:
 - a. For any current courses or future courses, be sure to save them while you're in the classes so you have them later if needed.
 - b. You can contact the department and/or the Dean of the College or School. At AGSM, see Karen Arthur. For Law, see Melodye MacAlpine or Marisa Walker (faculty assistant). For CLA, consult the OIE for advice.
4. Tuition payments:
 - a. For any current or future semesters, be sure to save proof of payment while you're in classes so you have them later if needed.
 - b. Student Accounts may be able to provide records of past payments you have made. It may also be possible to pull this out of WU portals and print semester-by-semester proof of payments. Contact student-accounts@willamette.edu for advice.
5. Use the online form to ask the registrar for official transcripts, <http://willamette.edu/offices/registrar/transcripts/index.html>

Dear USCIS Adjudicator,

My name is _____ (SEVIS #: _____, DOB: _____) and I am applying for post-completion OPT. I have completed the I-765 application form to the best of my ability. As you review my request, I humbly ask for your cooperation in making the following assumptions:

- Any field left blank on the I-765 form is a field that does not apply to me. I am certifying by my signature below and by my signature on the I-765 application that I have completed every field that is applicable to me and my history.
- If I have participated in practical training, or studied in the US in the past, then I have done my best to accurately recall all pertinent details and have completed part 6 to the best of this recollection. Any omission of information is therefore accidental, and I ask that USCIS consider issuing an RFE to clear up any questions you may have.

Thank you in advance for reviewing my application. I look forward to receiving approval for OPT in the near future.

Sincerely,

Put your real signature here – sign by pen, not electronic or “font”

Full name:

SEVIS #:

Date of Birth:

Email address: