

Request for Optional Practical Training (OPT) Application

What is OPT?

Optional Practical Training (OPT) is an off-campus employment authorization that lets F-1 students get work experience in their major field of student. The amount of work you are permitted is a maximum of 12 months of full-time employment for each educational level you pursue in the U.S. You can use it during or after your studies.

If you decide to spend all of your OPT after you complete your program, you must request it all at once – that is, for the full year. You cannot use it in pieces.

Types of OPT

BEFORE Completion of Studies (Pre-Completion OPT):

- Part-Time (Less than 20 hours a week): While school is in session (Spring & Fall semesters)
- Full-Time: Only available during vacation periods (Summer and Winter breaks)

AFTER Completion of Students (Post-Completion OPT):

- Full-Time employment only (20 hours or more per week)

Student Eligibility Requirements

- You must have been enrolled full-time for at least one academic year.
- You must describe how the type of work you seek directly relates to your major (coursework) You do not have to have a job offer to apply for OPT. If you are applying for before completion of studies (pre-completion) OPT; it is wise that you be as sure as possible of a job so that you don't waste any of your OPT amount.
- You may apply for Post-Completion OPT up to 90 days before the program end date and up to no later than 60 days after the program end date. However, we strongly recommend that you apply at least 90 days ahead to receive your Employment Authorization Card (EAD) on time.

OPT Timeline

1. F-1 students fill out and submit this Request for OPT Application to a Designated School Official (DSO).
2. DSO enters the recommendation in SEVIS and issues a new I-20.
3. F-1 student files the I-756 application to the USCIS.
 - a. You will receive an official receipt with a number (starts with EAC#)

- b. Please ensure your name, date of birth, and address are correct on the receipt.
4. F-1 student emails a copy of their EAD to their DSO with their name and Student ID number.
5. While F-1 student is on OPT:
 - a. All students on OPT are REQUIRED to report the following via the SEVP portal:
 - i. Employer's (company) name and address
 - ii. Start date of employment
 - iii. Explanation of how your employment is related to your course of study (Max 1000 characters)
 - iv. Any interruption of employment
 - v. Any change of name and address
 - b. During Post-Completion OPT, your F-1 status depends on your full-time employment. Students may not accrue an aggregate of more than 90 days of unemployment during any post-competition OPT carried out under the initial post-competition OPT authorization. Otherwise, your I-20 will be auto-terminated on the 90th day of your employment.
6. Traveling while on OPT:
 - a. If your OPT application is still pending with USCIS, we don't recommend that you travel outside of the U.S. Please speak to your DSO before you travel.
 - b. Should you need to travel outside the U.S., you must obtain a travel endorsement on your OPT I-20 from your DSO. You will still need a valid F-1 visa, a passport, and a signed I-20 to re-enter the U.S. We recommend obtaining a letter of employment from your employer. If you need to renew your F-1 student visa, you must speak to your DSO first.
7. After OPT Completion:
 - a. After Post-Completion OPT, your OPT is not extended at this level of education, an associate's degree.
 - b. After completion of your OPT, you are given 60 days to:
 - i. Transfer to another school. You must show your acceptance letter from a new school, and your I-20 must be transferred to a new school within 60 days from the last day of OPT.

OR
 - ii. Return home.

Optional Practical Training (OPT) Request Form

Today's Date: _____

Full Name: _____

Student ID: _____ SEVIS ID: _____

I-94 (Admissions) Number: _____ Passport Expiration Date: _____

Local Address: _____

Telephone: _____ Email: _____

Major: _____

Expected Date of Completion of your Program (Post Completion OPT Only): _____

What OPT are you applying for?

Pre-Completion OPT: Before Completion of Studies

Full-Time: Only available during vacation periods (summer & winter breaks)

Part-Time: Less than 20 hours a week (Fall & Spring semesters)

Post-Completion OPT: After Completion of Studies

- Your start date could be as early as the expected date of completion of studies you put above, or any other date within the 60 days following.
- You will not be eligible to apply for OPT after the 60-day grace period.
 - o State Date: _____ End Date: _____

Please describe how the type of work you are seeking directly relates to your major:

The Student and Exchange Visitor Program (SEVP), within the Department of Homeland Security, requests that schools ensure the accuracy of certain information in SEVIS for all students on optional practical training.

Please read the following and sign.

I understand that it is my responsibility to comply with all immigration regulations which apply to F-1 students, including employment regulations below.

I know that I cannot start working until I receive my EAD card. Once I get my EAD, I will provide a copy of the card to my DSO immediately.

I understand that it is my responsibility to provide the following within 10 days of employment via the SEVP Portal:

- My employer's name and address
- Start Date
- Explanation of how my job is related to my major

If I change jobs or am temporarily unemployed, I will report these changes by emailing or calling my DSO.

If I don't report my employment information and accrue 90 days of unemployment, my I-20 will be terminated, and I will violate my F-1 student status.

I am required to report changes to my home address within 10 days of any move while I am on OPT. I understand that this reporting requirement is an ongoing requirement.

After completion of my OPT, I have 60 days to either return to my home country or transfer to another school.

Student Signature: _____ Date: _____