

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 study. 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):	AFTER Completion of Studies (Post-Completion OPT):
- Part-Time (Less than 20 hours a week): While school is in session (Spring & Fall semester) - Full-Time: Only available during vacation periods. (Summer and Winter)	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 student fills out and submits 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 the 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 your EAD to your DSO with your 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-completion 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 F1 visa, passport, and signed I-20 to reenter the U.S. We recommend getting 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 out to a new school within 60 days from the last day of OPT.
 - OR
 - ii. Return home.

OPTIONAL PRACTICAL TRAINING REQUEST FORM

Today's Date: _____

Name: _____

Student ID: _____ SEVIS ID: _____

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

Local Address: _____

Telephone: _____ Email: _____

Major: _____

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

WHAT OPT ARE YOU APPLYING FOR?

☐ **Pre-Completion OPT:** Before Completion of Studies

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

Start Date: _____ End Date: _____

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

Start Date: _____ End Date: _____

☐ **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-day period following it.

You will not be eligible to apply for OPT after the 60-day grace period.

Start 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 it.

I understand that **it is my responsibility** to comply with all immigration regulations which apply to F1 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 & address
 - ☐ Start Date
 - ☐ Explanation of how my job is related to my major (2-3 sentences)
- ☐ 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 I accrue 90 days of unemployment, my I-20 will be terminated and I will be in violation of my F1 student status.
- ☐ I am required to report changes of my home address within 10 days of any move while I am on OPT. I understand that this reporting requirement is an on-going 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