POST-COMPLETION OPTIONAL PRACTICAL TRAINING (OPT)
Off-Campus Employment Authorization for F-1 Students

Post-Completion Optional Practical Training (OPT) is authorized off-campus employment for a student maintaining an F-1 visa after completion of their program of study.

ELIGIBLITY:

- You have been in lawful F-1 student status for at least one full academic year
- You have not engaged in full-time CPT (Curricular Practical Training) for more than 12 months (365 days)
- The student's proposed employment relates to the student's major area of study
- You have not previously engaged in OPT for your current degree level
- You may apply for post-completion OPT as early as 90 days before the completion of your program and no later than 60-days after the end date of your program of study (listed on your I-20)
- You will meet all degree requirements by the end of your program, and have applied for graduation in MyPark

APPLICATION INSTRUCTIONS:

1. First, you must fill out the OPT Initial I-20 Request form (Page 2).
2. Once an I-20 is created, you must apply for OPT within 30 days. Failure to do so will result in a denial of your application. Below is your OPT checklist requirements for your online I-765 Employment Authorization Application:

☐ 2inch X 2inch digital color photo of your face (JPEG or PNG file acceptable, can get from Walgreens/CVS) Note: Recent policy changes may prompt USCIS to require you to visit an Application Support Center (ASC) for an approved photo via biometric services appointment

☐ PDF copy of your I-94, biographical page of your passport (cannot be expired or going to expire within six months), and any Employment Authorization Document (EAD Card) previously issued to you

☐ PDF copies of all previous I-20s with previously authorized OPT/CPT

☐ PDF copy of your OPT I-20 issued and signed by a Designated School Official (you must also sign it!)

Once you have gathered the above information, you are ready to apply online. You will fill out the I-765, Application for Employment Authorization form and upload prepared documents at https://myaccount.uscis.gov/ . This application will cost $470. Be prepared to pay prior to your submission. An optional premium processing fee allows for a response in 30 days or less from USCIS. Online steps are as follows:

1. Create an account (you will need a valid email address). You will activate your email, agree to terms and conditions and create a password with security questions.
2. After you create your USCIS account, you will click on "My USCIS"
3. It will ask for "Account Type" in which you will click "I am an applicant, petitioner, or requester."
4. Click "File a form online" and complete the I-765 form. You will be prompted to submit documentation within the form as well as pay for your application.
5. After completion follow the recommended steps to track your application via a receipt number emailed to you. If USCIS wants further evidence, you may be notified. You will need to check your status frequently to ensure that USCIS does not need any further documentation from you as it may be time-sensitive.

OPTIONAL PRACTICAL TRAINING (OPT) INITIAL I-20 REQUEST Off-Campus Employment Authorization for F-1 Students

Note: PLEASE make sure you apply for graduation in MyPark

TO BE COMPLETED BY THE STUDENT

Student Name

Student ID

Current US residential address (NOTE: MUST INCLUDE ZIP CODE)

Type of OPT are you are applying for:

☐ Post-Completion OPT ☐ STEM Extension

☐ Cap-Gap (must provide proof of pending H-1B)

SEVIS ID

N-

What is your program of Study?

If Post-Completion OPT, when will you complete your program of study?

Requested OPT Start Date (cannot be more than 60 days after program end date:

End Date:

☐ Yes, I would like the full year OPT

☐ No, I would like a shorter end date:

Student Signature

Date

*All I-20s will be emailed via PDF unless otherwise indicated

TO BE COMPLETED BY THE ACADEMIC ADVISOR

I can confirm that the program name and intended completion date stated by the student above are correct.

Academic Advisor Signature

Date