



Optional Practical Training: Application & Checklist International Student and Scholar Services

300 College Park, Rike Center #204
Dayton, OH 45469-1701
Ph: (937) 229-2748 • Fax: (937) 229-2766

APPLICATION PROCESS

1. Complete the ISSS OPT Course in Isidore with a score of 100%. To access the course, log into Isidore. Select "Membership" from the side bar. At the top of this page, select "Joinable Sites" and click "Join" for *ISSS OPT*. The course will be added to your extended course list.
2. Prepare items listed on the **Checklist**.
3. Complete **Part A** and **Part B** of the attached **Request for OPT I-20 Form**.
4. Submit **Request for OPT I-20 Form** (attached) to ISSS. Refer to **Guide to Completing the I-765 & I-983** for help filing out the form. After receiving the **Request for OPT I-20 Form**, ISSS will issue an **OPT I-20**. *Allow for 7 business days to process this request.*
5. With the OPT I-20 from ISSS, you are now ready to apply to USCIS for OPT authorization. Mail the documentation on the **Checklist** to USCIS. Keep in the mind following:
 - o **USCIS must receive your application within 30 days of issuance of the OPT I-20.**
 - o **USCIS must receive your application no later than the 60th day after completion of your program requirements.**
 - o Filing later may result in the loss of eligible time on OPT. Students are eligible for 12 months of OPT which must be taken within 14 months after you finish your program requirements.
6. Approximately 2-3 weeks after USCIS receives your application, they will mail a receipt notice to the address listed on your I-765. The receipt notice includes a tracking number that can be used to track the progress of your OPT application online. To check the status of your case, visit: <https://egov.uscis.gov/casestatus/>.
7. Your card should arrive to the address listed on your I-765 approximately 3-4 months after USCIS receives your application.

CHOOSING A START DATE

Consider the following when choosing an OPT start date:

- You may apply for OPT up to 90 days before and 60 days after completion of degree requirements.
- The OPT start date must be within 60 days of the completion of your degree/coursework requirements.
- On average, USCIS take 3-4 months to approve an OPT application.
- If you have a firm job offer, it may be wise to choose an earlier start date. If you do not, it may be wise to choose a later start date.

Master's and Ph.D. students who have completed their coursework and are working on a thesis/dissertation may apply for OPT to begin from the day after completion of coursework until the 60th day after completion of the final degree requirement.

REQUIREMENTS WHILE ON OPT

You are subject to the following requirements while on OPT:

- **Employment must be related to your major.** If the relationship between the job and a student's field of study is called into question by USCIS in the future, the responsibility is on the student to demonstrate the relationship. The *most common* types of employment allowed during standard OPT (not STEM OPT) include:



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- **Paid employment.** Students may work part time (at least 20 hours per week when on post-completion OPT) or full time in a job related to their field of study.
- **Multiple employers.** Students may work for more than one employer, but all employment must be related to the student's degree program.
- **Self-employed business owner.** Students may start a business and be self-employed. In this situation, the student must work full-time (at least 20 hours/week). The student must be able to prove that he or she has the proper business licenses and is actively engaged in a business related to the student's degree program.
- **Unpaid employment.** Students on the initial 12-month OPT may work as volunteers or unpaid interns, where this does not violate any labor laws. The work must be at least 20 hours per week. These students must be able to provide evidence from the employer that the student worked at least 20 hours per week during the period of employment.
- **Starting work.** OPT authorization is evidenced by the Employment Authorization Document (otherwise known as the "EAD card"). If approved, USCIS will mail this card to the address listed on the I-765. Your authorized dates of employment will be on the EAD card. You cannot begin working before having the EAD card in hand and may only work during the dates listed on the card.
- **Reporting your work.** You are required to report the following information to ISSS while on OPT:
 1. When you start a new job.
 2. When you change addresses.
 3. Periods of unemployment.

After issuing your OPT I-20, ISSS will send you a link to our OPT reporting form. Do not send this information by email or it will not be reported. Only information submitted through our form will be processed. It is recommended that students maintain evidence for each job: the position held, duration of that position, the job title, contact information for the student's supervisor or manager, and a description of the work.

TRAVEL ON OPT

If your EAD card **has not** been issued by USCIS, and you do not have a job or a job offer, you may leave and then re-enter the U.S. to continue to look for employment. There is some risk in this scenario. In order to have the best chance of re-entering the U.S. without problems, prepare the following documents:

- Passport valid for six months after you plan to re-enter the U.S
- Valid F-1 visa stamp in your passport
- I-20 with a travel signature no older than six months
- I-765 receipt notice (Form I-797)

If you need to apply for a new F-1 visa when your post-completion OPT application is pending, you should also be sure to have your I-765 receipt notice (Form I-797) in addition to the usual documents required for a visa application.

If your EAD card **has** been issued by USCIS and you have a job **or** a job offer, you may leave and re-enter the U.S. in order to begin or resume employment. If your EAD card has been issued and you leave the U.S. **before** getting a job or a job offer, your OPT ends and you cannot re-enter the U.S. as an F-1 student.

After USCIS has issued an EAD card, in order to have the best chance of re-entering the U.S. without problems, prepare the following documents:

- Passport valid for six months after you plan to re-enter the U.S.



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- Valid F-1 visa stamp in your passport
- I-20 with a valid travel signature no older than six months
- EAD card
- Evidence that you already have a job in the U.S. or that you have a job offer.

If you need to apply for a new F-1 visa, you should also be sure to have your EAD card and evidence that you already have a job in the U.S. or that you have a job offer in addition to the usual documents required for a visa application.

FREQUENTLY ASKED QUESTIONS

How long can I remain in the US after my OPT expires?

You may only work until the expiration date on your EAD card but you may remain in the US for 60 days after your OPT ends. This is known as a “grace period” and will permit you to prepare to depart the US, transfer to a new institution, start a new degree program, or to apply for a change of status. If you decide to transfer or start a new degree program at the end of your OPT, you must transfer within the 60 day grace period. You must also start your new degree program within the next 5 months or the next available start date, whichever is sooner. **Only** in the case that your employer has filed a timely H-1B petition requesting an employment start date of October 1 will you be permitted to remain legally in the US and continue working. Your permission to continue working and remain legally in the US will automatically end upon the rejection, denial or revocation of the H-1B petition.

Do I have to pay taxes while working on OPT?

Yes. You must pay state *and* federal income taxes.

Do I need a new Social Security Card?

If your SSN card says “**Valid for Employment with CIS Authorization**” you **WILL NOT** need to get your Social Security Number card changed. If it says “**Not Valid for Employment**” you **WILL** need to get it changed. If you need to get your Social Security card changed, take your OPT card, a job offer letter, I-20, passport and a picture ID with you to a local Social Security office.

Can I take classes while on OPT?

If you begin study at another education level, your OPT authorization is terminated with the notification of a new degree program in SEVIS or with a transfer of your SEVIS record to another institution. You are meant to be working full-time while on OPT. If you are pursuing work in your major field of study and wish to take a class or two, there should not be a problem with this, provided that you do not begin a new education level. The purpose of OPT is to allow F-1 students to gain experience in their field of study prior to or after completion of program requirements.



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CHECKLIST

Once you've received the OPT I-20 from ISSS, prepare and submit the following list of items to USCIS:

- **Original USCIS Form I-765.** Download from www.uscis.gov/i-765. Refer to our [Guide to Completing the I-765 and I-983](#) for help filling it out.
- **Copy of OPT I-20.** This is issued after you submit the Request for OPT I-20 and copy of the I-765 to our office.
- **Two 2x2 inch full-face passport-style photos.** The photos must be identical and color with a plain background.
 - They must be no more than 30 days old when the I-765 is filed at USCIS.
 - Head should be positioned directly facing the camera.
 - Photo should capture from slightly above top of hair to middle of chest.
 - Eyeglasses should be worn if normally used by the subject. Include headpieces if worn daily for religious purposes; they should not obscure or cast shadows on the eyes or any other part of the face.
 - Put photos in an envelope. Attach the fee and the photo envelope on top of the entire application (on the upper left-hand corner). Write your name and DOB on back.
- **Fee for I-765.** Refer to I-765 instructions for payment information. Download instructions from www.uscis.gov/i-765. Personal check, cashier's check or money order is acceptable.
- **Original E-Notification of Application/Petition Acceptance (Form G-1145).** A form to request electronic notification when USCIS accepts your application.
- **Copy of your passport pages showing your biographical information and its expiration date.** If the photo in the passport is not clear or varies widely from your current appearance, a clear copy of another form of identification, such as a state-issued driver's license or identification card will also have to be sent.
- **Copy of I-94.** Go to <https://i94.cbp.dhs.gov> to print your I-94.
- Copies of all previous I-20s.
- Copy of most recent F-1 visa.
- Copy of previous EAD, if applicable.

Our office is not able to review your application packet. You are responsible for reviewing and sending these items to USCIS. Before sending your application, scan your entire packet so you have a copy of what was sent in case there are any questions.

MAILING TO USCIS

The U.S. Postal Service is the only service that delivers to a P.O. Box. The address you use on the I-765 will determine which USCIS service center you mail to. If you live in Ohio, mail your application to:

<p>For U.S. Postal Service (USPS) deliveries: USCIS PO Box 21281 Phoenix, AZ 85036</p>	<p>For Express mail and courier deliveries: USCIS Attn: AOS 1820 E. Skyharbor Circle S, Suite 100 Phoenix, AZ 85034</p>
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Note: Because of additional requirements, ISSS does not recommend using the “e-file” option on the USCIS website to submit your application. The paper application (the process outlined here) is the most reliable. **USCIS must receive your application within 30 days of issuance of the OPT I-20 and no later than the 60th day after completion of your program requirements.**



Request for OPT I-20
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PART A: TO BE COMPLETED BY STUDENT

Family Name _____ First Name _____

Student ID _____ SEVIS ID: N00 _____

U.S. Address _____
Street name and number City State Zip Code Phone

Personal email _____

1. Have you been authorized for OPT in the past? No Yes - From _____ To _____
2. If you were authorized for OPT in the past, for which degree level was it based? Bachelor Master PhD
3. When do you expect to graduate? _____
4. How many months of **full-time** Curricular Practical Training (CPT) have you used? _____
5. I have completed the OPT course with a score of 100% No Yes
6. I request my OPT authorization dates begin and end on the following dates (mm/dd/yyyy):
 - a. **Start Date** _____ (must be within 60 days of completing your program)
 - b. Your end date will be set one year after your start date

By signing below, you affirm that:

- You have read the entire OPT packet and understand the responsibilities for maintaining F-1 status while on OPT.
- You understand it is your responsibility to include everything listed on the OPT checklist in your application to USCIS.
- If you choose to have your mail sent to ISSS, your signature below authorizes us to open and scan your documents for our records.
- **USCIS must receive your application within 30 days of issuance of the OPT I-20 and no later than the 60th day after completion of your program requirements.**
- **ISSS is not responsible for inaccurate, incomplete, or late applications. The preparing and review of the application to USCIS is the student's responsibility.**

Signature _____

Date _____

PART B: TO BE COMPLETED BY ACADEMIC DEPARTMENT

The student above has applied for Optional Practical Training (OPT), a form of work authorization for F-1 students. Verification of the student's academic status is required before processing the application.

Student's Major _____ Level of Study Bachelor Master PhD

Has completed or will complete degree requirements by _____, 20____

This date was determined based on the following:

- Graduation date
- Date the student will submit thesis or dissertation

Name _____

Signature _____

Date _____

Office Use Only				
ISSM		SEVIS		SGAS ADD