



Optional Practical Training (OPT) for F-1 Students

PLEASE READ ALL OF THE FOLLOWING INFORMATION CAREFULLY!!

Instruction on how to fill out Form I-765 is available here: <http://www.uscis.gov/files/form/i-765instr.pdf>

GENERAL INFORMATION

Optional Practical Training (OPT) provides F-1 students with an opportunity for hands-on work experience related to the academic field of study. You are eligible to apply if you meet the following criteria:

- You are currently in F-1 status.
- You have been enrolled in a full course of study for one academic year (two semesters) or will complete one academic year by the date the OPT approval begins.
- You have not exceeded 12 months of full-time Curricular Practical Training (CPT) authorization. (Part-time CPT does not affect OPT eligibility.)
- You are eligible for 12 months of full-time OPT per academic level. For example, you may apply for 12 months of OPT after completing a bachelor's degree and then another 12 months after completing a master's degree. You may apply for OPT during your academic program (pre-completion) or after your academic program (post-completion). An additional 17-month extension may be possible depending on your field of study.

While approved for OPT, you are still in F-1 status and must report address changes and employment information to International Student Services (ISS).

At the end of your approved OPT, you have a 60-day grace period. During this grace period you must either depart the U.S., be issued an I-20 for a new program of study, or change to a different immigration status.

12 months of OPT

You may apply to use your 12 months of OPT, at different rates, during your academic program, after your program completion, or a combination of both.

Pre-completion OPT

OPT used during your academic program, and ending before your program is completed, is called "pre-completion" OPT. It can be approved for different rates:

- Full-time (more than 20 hours per week) or part-time (20 hours per week or less) during J-term and Summer Semester and between breaks, provided you are eligible and intend to register the following semester

- Part-time (20 hours per week or less) while enrolled in a full course of study

Post-completion OPT

OPT that follows completion of your program requirements is called "post-completion" OPT. It can be approved in two ways:

- Full-time after the completion of all course requirements for your degree (excluding thesis or equivalent)
- Full-time after completion of your degree

17-month STEM Extension of OPT

You are eligible to apply for a 17-month extension, beyond the initial 12 months of OPT, if you meet all of the following conditions:

- You are currently approved for post-completion OPT.
- You completed a bachelor's or master's degree in a science, technology, engineering, or math (STEM) field. Visit the U.S. Immigration and Customs Enforcement website for the STEM Designated Degree Program List, <http://www.ice.gov/sevis/stemlist.htm> .
- You have a job or job offer from an E-Verify employer, <http://www.uscis.gov/e-verify>

When to Apply?

For pre-completion OPT

- You can apply up to 120 days before your employment start date.

For post-completion OPT

- Apply early! Processing by U.S. Citizenship and Immigration Services (USCIS) takes three months.
- You may apply up to 90 days before your program end date and up to 60 days after your program end date. Your program end date is the last day of your final Semester, including final exams week.
- You are strongly encouraged to apply prior to your program end date. Though recent rule changes allow you to apply up to 60 days after your program end date, you cannot begin work until the application is processed. This may result in a loss of full eligibility (12 months) due to the 3-month processing time.

For 17-month STEM extension

- Apply BEFORE your current EAD expires. USCIS recommends you apply up to 90 days before its expiration. You can continue to work for up to 180 days while the application is pending.
- ISS is NOT going to remind you to apply for STEM extension. It is your responsibly to initiate.

How to Apply?

For Pre- and Post-completion OPT

Step 1: Prepare the following before meeting with the advisor in ISS:

- ✓ Completed I-765 Form, <http://www.uscis.gov/files/form/I-765.pdf> .
- ✓ Photocopy of valid passport photo page and passport expiration date
- ✓ Two passport-style photos
- ✓ Photocopy of the front and back of your I-94 card or print-out of I-94
- ✓ Photocopy of previously issued EAD (if applicable)

- ✓ \$380 check or money order payable to "U.S. Department of Homeland Security". In "For" section, write "I-765 fee" and the 11 digit I-94 number. If the check does not have your name on it, write your full name on the check.
- ✓ Optional Practical Training Certification Form signed by your academic advisor.
- ✓ Photocopy of all previously issued I-20s (if lost, include a print-out of Event History page in SEVIS—to do this, ask ISS for assistance).
- ✓ If you already have a job offer, receive a job offer letter from your employer.

Choosing a start date:

- If you are applying for post-completion OPT, your start date must be within 60 days after your program completion date. In other words, if you graduate or complete your exchange program June 13, your start date can be no later than August 13.
- If you are applying for pre-completion OPT, your start date can be any date.
- Changing the requested OPT dates after the application is mailed can be very difficult. Choose your dates carefully.

Photo specifications:

- U.S. Department of State Guidelines, http://travel.state.gov/passport/guide/composition/composition_874.html
- The two photos should have a white background.
- They should be unmounted, printed on thin paper, glossy, and not re-touched.
- The photos should show a passport-style, full-face image, with both ears visible.
- The photo should not be larger than 2 x 2 inches, with the distance from the top of the head to just below the chin about 1 3/8 inches.
- Lightly print your name and your I-94 number in pencil on the back of each photo.
- Photographs must have been taken within the last 30 days and not previously used

Tips for completing Form I-765

Do NOT hand write, type online and print. When leaving any section blank, put N/A (not applicable).

- Item 3:
 - Your Notice of Action and EAD will be mailed to the address you provide. If you will move soon, note that government mail cannot be forwarded, even if you file a change of address request with the U.S. Postal Service. You may use the ISS office. Please note that we cannot be responsible for lost mails.

Address in the United States:	ISS office address:
(Number and Street)	C/O Jacobson 1010 122 nd St S
(Apt Number)	SIL-ISS
(Town or City)	Tacoma
(State/ Country)	WA
(ZIP Code)	98447

- Item 10:
 - Use the number from your I-94 card (the small white card in your passport). It is an 11-digit number. You can also access your I-94 record at www.cbp.gov/I94
- Item 11:
 - Check "yes" only if you have previously received an EAD card from USCIS.
- Items 12, 13, 14, 15:
 - Use the information from your I-94 card. In some cases you may have made recent short trips to Canada or Mexico, which are not reflected by your current I-94 card. This is standard and it will

be fine to use the information from your I-94 card anyway. If you have changed to F-1 status within the U.S., include a copy of your Approval Notice.

- Item 16:
 - Use one of the three following codes:
 - Pre-completion OPT: (c)(3)(A)
 - Post-completion OPT: (c)(3)(B)
 - 17-month extension for STEM degree recipients: (c)(3)(C)
- Item 17 (for 17-month extension for STEM degree recipients only):
 - On “Degree” section, list your major as it appears on your I-20
 - You must fill out “Employer’s Name as listed in E-Verify” and “Client Company Identification Number” sections.
- Certification: Sign the form in BLUE ink.

Step 2: At the final meeting with the ISS advisor you will review the OPT application and the advisor will issue a new, updated I-20 with an OPT recommendation printed on the back page. Within 30 days of the new I-20 being issued, mail the application, including the following documents, to USCIS:

- ✓ Completed I-765 Form, <http://www.uscis.gov/files/form/i-765.pdf>
 - ✓ \$380 check or money order payable to "U.S. Department of Homeland Security"
 - ✓ Photocopy of signed I-20 with OPT endorsement on page 3
 - ✓ Photocopy of passport ID page
 - ✓ Two passport-style photos (lightly print your name and I-94# on back with a pencil)
 - ✓ Photocopy of the front and back of your I-94 card or print-out of I-94
 - ✓ Photocopies of any previously issued EAD (if applicable)
 - ✓ Photocopy of all previously issued I-20s (if lost, include a print-out of Event History page in SEVIS).
 - ✓ If you already have a job offer, receive a job offer letter from your employer.
- Mail the entire application to:

For U.S. Postal Service (USPS) deliveries:

USCIS
PO Box 21281
Phoenix, AZ 85036

For Express mail and courier service deliveries:

USCIS
Attn : AOS
1820 E. Skyharbor Circle S.
Suite 100
Phoenix, AZ 85034

- Within two weeks of having received your application, USCIS will send you a Notice of Action (I-797).
 - Carefully review the notice to make sure your name is spelled correctly. If it is not, contact your ISS advisor immediately.
 - **Please bring the original copy of your Notice of Action to ISS to create a copy in your student file.**
 - You may use the case number on your receipt notice to check the status of your application online, <https://egov.uscis.gov/cris/jsps/index.jsp> .
- You cannot begin employment until USCIS approves the OPT application and you have received your Employment Authorization Document (EAD).

- Please bring the original EAD card to ISS to create a copy for your student file.

For 17-month Extension

Step 1: Submit the following to ISS (by mail or in person):

- ✓ Completed I-765 Form, <http://www.uscis.gov/files/form/i-765.pdf>
- ✓ Name and address of current employer
- ✓ Your job title
- ✓ Your supervisor's contact information: name, email and phone number
- ✓ Your email address

Step 2: The ISS advisor will issue a new I-20 with a recommendation for the extension and will mail it back to you. Mail to USCIS the following:

- ✓ Form I-765
- ✓ \$380 check or money order payable to "U.S. Department of Homeland Security"
- ✓ Two passport-style photos (see photo specification section on page 3, lightly print your name and I-94 number on back with a pencil)
- ✓ Photocopy of the front and back of your I-94 card or print-out of I-94 record
- ✓ Photocopy of valid passport photo page and passport expiration date
- ✓ Photocopy of all previous EAD cards
- ✓ Photocopy of all previous I-20s
- ✓ Photocopy of new I-20 (make sure to sign the first page in BLUE ink before copying!)
- ✓ Original employment confirmation letter on company letter head
- ✓ Copy of STEM degree (official transcript or unofficial transcript)
 - To request an official transcript, visit this link: <http://studentclearinghouse.org/>
 - To print out unofficial transcript, log-in to Banner:
 - https://banweb.plu.edu/pls/pap/twbkwbis.P_WWWLogin
 - Click on Student Services
 - Click on Student Records
 - Click on Academic Transcript

Be sure to mail your application to the USCIS Service Center, <http://www.uscis.gov/files/form/i-765instr.pdf> serving the area of your current residence.

Before sending out your application, make a copy of everything!

IMPORTANT: While engaged in STEM extension, students are required to update ISS with name and address of employer every 6 months. If you fail to report, your OPT will be cancelled. ISS will NOT remind you about this.

Recommendations:

Utilize resources of Career Development Center. They can assist you with the following aspects:

- Job search
- Resume & Cover Letters
- Interviews & Follow-up

Office location: Ramstad Hall Room 112

Phone: 253-535-7459 (to make an appointment)

Going Global: a special job search engine for PLU students. This website is only accessible through PLU network.

<http://online.usacareerguides.com>

FREQUENTLY ASKED QUESTIONS

1. What if I have international travel plans?
 - a. Traveling outside of US is always a risk. EAD does not serve as a reentry permit. So you must have a valid F-1 valid visa to return to the U.S. Moreover, you need to have an employment confirmation or offer letter from your employer to show at the port of entry along with your valid EAD card.
2. What type of job can I accept?
 - a. You may accept paid or unpaid position. You can work part-time or full time. Your job needs to be relevant to the degree that you gained at PLU.
3. How long can I be unemployed?
 - a. 12 months OPT can accumulate up to 90 days for unemployment. With a 17-month OPT extension, students are allowed to collect up to 120 days of unemployment.
4. What happens if I move after I mail my OPT application?
 - a. The U.S. Postal Service will not forward mail from USCIS if the address on the envelope does not match the name on the mailbox. Consider using the ISS address on the I-765 application; we will send you an email when the card arrives at ISS.
5. How long does it take to get approved for OPT?
 - a. Approximately three months.
6. If I change my mind and decide not to work, can I cancel my OPT authorization?
 - a. The answer depends on your situation. If you were issued a new I-20 with the OPT recommendation but have not yet mailed your application to USCIS, you must notify the ISS adviser of your change in plans. If you have already mailed your application to USCIS, a request can be submitted to USCIS to halt processing. Your application fee will not be returned and we cannot guarantee that your request will be honored. Contact the ISS adviser for assistance. If you have received your EAD card and wish to cancel authorization, contact the ISS adviser. Cancellation in this case is highly unlikely. OPT applications are not meant to be cancelled! Please plan carefully and apply for OPT only if you are sure that you want to work.
7. When I receive my EAD card, should I give a copy to ISS?
 - a. Yes. ISS needs a copy of your EAD card.
8. What happens if my EAD card never arrives, or has incorrect information on it?
 - a. Contact ISS for assistance.
9. What if I lose my EAD card?
 - a. If you lose your card, you will need to apply for a replacement. Complete a new Form I-765 and resubmit it with all supporting documents, including the fee, to USCIS.

Still have more questions? Please contact ISS.

Heather Jacobson

International Student Services

Pacific Lutheran University

Tacoma, WA 98447

Email: jacobsha@plu.edu

Phone: 253-535-7122

To make an appointment: <https://hjacobson.youcanbook.me/>