



**International Student Office
Application for Optional Practical Training (OPT)**

Please fill out and return to the International Student Office along with the required documents listed below.

Last Name: _____ **First Name:** _____

Student ID#: _____ **Last day of your course of study:** _____

Current student Information (*Please print*):

Personal information will be updated in SEVIS and student database

Phone Number: _____ Personal Email: _____

Current Address: _____

Student's SEVIS number: _____ I -94 Number: _____

Level of Education being sought: _____ Program of study (Major): _____

Have you ever been approved for OPT before: No
 Yes, after _____ degree from: _____ to: _____
(dates)

Describe the proposed employment for practical training:

Type of OPT requested:

- Post-completion (full-time OPT; graduation application required before applying for OPT)
- Pre-completion (part-time OPT)

Requested OPT Start / End Date:

Start Date (must be within the 60-day grace period): _____ End Date: _____ Hours per week: _____

Signature of student: _____ Date: _____

OPTIONAL PRACTICAL TRAINING (OPT)

Eligibility:

- Student must have been in lawful (not necessarily F-1) status as a full-time student for 9 consecutive months and must be an F-1 student at the time of application.
- ELP students are not eligible for OPT.
- Full time, post-completion OPT is available to students who graduate from their program. Students who are on probation or who have failed classes within the last academic year can only be recommended for full-time post-completion OPT upon establishing that they are expected to meet the graduation requirements.
Applicants for post-completion OPT have to apply for their final degree audit with the Registrar's Office before submitting the OPT application to the ISO.

APPLICATION PROCEDURE

To apply, submit the following documents to the DSO in the International Student Office:

- OPT request form
- Signed OPT instruction sheet
- Form I-765 - **be sure to complete the form in BLACK ink and sign and date the form within the lines in BLUE ink**
- Copy of identification page of your passport (including picture page and extension page, if applicable)
- I-94 (photocopy of both sides) or electronic I-94 printed within 30 days of OPT application (date should be on print-out)
- Copies of all previously held employment authorization cards, if applicable (front and back)

The DSO will review your OPT package within 5 business days and issue a new I-20 with an OPT recommendation or let you know in case you don't qualify. Once you have received your OPT endorsed I-20, mail the following documents to USCIS as soon as possible:

- Form I-765 (original) - **Be sure to complete the form in BLACK ink and sign and date the form within the lines in BLUE ink!**
- Copy of identification page of your passport (including picture page and extension page, if applicable)
- I-94 (photocopy of both sides) or electronic I-94 printed within 30 days of OPT application (date should be on print-out)
- I-20 copies (photocopy of **page 1 & the travel signature page only** of the newly issued I-20 with the OPT endorsement on page 2 and all previously held I-20s)
- Copies of all previously held employment authorization cards, if applicable (front and back)
- 2 passport style color photos taken within 30 days prior to the OPT application (for specifications please visit <https://travel.state.gov/content/passports/en/passports/photos/photos.html>). Eyeglasses are NOT allowed. Print your name & SEVIS ID number on the back side of each photo.
- Payment of \$410 by personal check, money order, or credit card. Include the payment when mailing the application to USCIS.
 - Check or money order - Payable to the US Department of Homeland Security; please include your SEVIS ID number. If there is any mistake, issue a new check - corrected checks will cause a rejection of your application.
 - Credit card - Complete Form G-1450 (<https://www.uscis.gov/g-1450>).
- Optional: Form G-1145 (<https://www.uscis.gov/g-1145>) to receive text messages or e-mail application acceptance notifications

Mailing Instructions

Mail your documents "return receipt requested" so that you have proof that your documents were received. You may also elect to receive an email and/or text message notifying you that your OPT application has been accepted by the lockbox by completing the Form G-1145 and attaching it to the first page of your I-765 application.

For US Postal Service (USPS) deliveries:

USCIS
PO Box 21281
Phoenix, AZ 85036

For Express mail and courier deliveries:

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

If applying for post-completion OPT, your application must be received by USCIS no earlier than 90 days before course completion and no later than 60 days after course completion. **USCIS needs to receive the documents within 30 days of the OPT recommendation I-20 issuance or by the last day of your grace period, whichever is earlier. Receipt by USCIS after this date will result in OPT denial.**

While OPT application is pending:

- Students who have applied for post-completion OPT are **strongly** recommended to stay in the US until they receive the Employment Authorization Document (EAD - your employment authorization card) from USCIS. After you receive your EAD, we also strongly advise students not to depart the US unless they are employed as the US immigration regulations state that "Students can re-enter the US **only to resume** the employment."
- It takes approximately 90 days for USCIS to process your OPT application; the EAD will be mailed to the address you provided on your form I-765. If you haven't gotten a receipt notice from USCIS within 30 days of mailing the application or if you have any questions or concerns, please contact USCIS.
- Check your receipt notice carefully! Correction instructions are provided on the USCIS notice and spelling mistakes are easier to be corrected right at the receipt of the notice.
- Use the receipt number provided on the receipt notice to track your application on the USCIS website.

After OPT begins:

- While on OPT, students are required to continuously report the following changes within 10 days of occurrence:
 - Change of legal name – email iso@cityu.edu and attach a copy of your passport with your new legal name
 - Change of US address – update through the SEVP Portal **AND** email iso@cityu.edu (CityU’s database will not be updated unless you email or make the change through the Student Portal)
 - Any change in OPT employment – update through the SEVP Portal **AND** submit the OPT Employment Reporting Form to iso@cityu.edu or report through https://cityuniversityofseattle-udwap.formstack.com/forms/iso_opt_employment_reporting_form to request an updated I-20
 - Make sure that you always have an I-20 with the most up-to-date information in your possession.
Important note: When using the SEVP Portal, never replace existing employer information with new employer information. Only delete employer information if you never worked for the employer.
- Employment requirements
 - OPT positions have to be directly related to the field of studies and should commensurate with the level of education.
 - Post-completion OPT students must work full-time (more than 20 hours per week) in a qualifying position to be considered employed.
 - During post-completion OPT, F-1 status is dependent upon employment. **Students may not accrue an aggregate of more than 90 days of unemployment during any post-completion OPT** carried out under the initial post-completion OPT authorization. If you are unable to secure employment, you will need to leave the US or take action to maintain your student status in the US (apply for another program, transfer schools, etc.); **your SEVIS record may be automatically terminated if your employer information is not updated and you exceed the 90 days of unemployment.**
- If you travel outside the US while on post-completion OPT, in addition to the usual travel documents, please carry your EAD card, a recent paystub, and employment letter confirming your position and that you will resume your duties upon re-entering the US; if you don’t have any job, travel is not recommended as you will not be able to re-enter the US without a written job offer.
- Keep job application documentation as US immigration authorities may request proof that you are actively looking for work.
- If you complete OPT early and leave the US, email iso@cityu.edu so that your SEVIS record gets updated and is ‘completed’ so that you don’t continue to accumulate days of unemployment.

Medical Insurance:

F-1 students on post-completion OPT are eligible for the medical insurance plan through CityU provided that they are continuously enrolled in the insurance plan prior to graduation. Students have to notify the advisor each quarter and make the insurance premium payment before the registration deadline (20th before the quarter start). CityU will not be able to enroll OPT students in the plan without timely payment and late enrollment cannot be accepted. For alternative insurance options, please visit www.healthcare.gov.

PART-TIME PRE-COMPLETION OPT

- Student may submit an application for part time OPT up to 90 days prior to being enrolled for one full academic year, provided that the period of employment will not begin until the completion of the full academic year
- Time used for part-time OPT will be deducted in half from full-time post-completion OPT (e.g. 6 months of part-time OPT will lead to a deduction of 3 months of post-completion OPT)
- While on part time OPT, student is required to study full time
- Students on pre-completion OPT may work up to 20 hours per week when school is in session in a position that is directly related to the course of study; if authorized, students can work 40 hours per week during session breaks and vacation quarters
- The part-time EAD is valid only for OPT prior to the program end date; to continue on with full time post-completion OPT, the student would have to file a separate application/fee for post-completion OPT (program end date should be carefully considered when applying for OPT to avoid excess time requested for part time OPT)

Any OPT authorization ends when the student transfers schools (release date) or changes educational level (SEVIS registration) at the same school.

I hereby confirm that I have read and understood the information provided above including the OPT reporting requirements. I understand that the application will be adjudicated by USCIS and that I may apply with the assistance of an attorney if I so choose.

Name (please print) _____

Signature _____ Date _____