

Optional Practical Training Application Guideline

- [OPT Request Form](#)
 - Form [G-1145](#): Suggested typed, not handwritten
 - Original, signed Form [I-765](#):
 - **1.a.** Permission to accept employment
 - **Item 12:** Have you previously filed Form I-765?
Select “Yes” if you have previously applied to OPT or have requested work authorization. Select no if you have only worked on campus, or authorized for CPT.
 - If “Yes” was selected you will need to list each time you previously filed the Form I-765 in Part 6, page 7 of I-765.
 - **Item 26:** Enter your SEVIS ID number as indicated on the top of your I-20
 - **Item 27:** Eligibility category for Post-Completion OPT is (c)(3)(B); Pre-Completion OPT is (c)(3)(A)
 - **Item 28:** Write “N/A” in blank fields if you aren’t applying for STEM OPT.
If you are applying for STEM OPT write your degree code. The degree code will be the numbers behind the major on the first page of your I-20.
Employer name: write your employer’s name as listed in e-verify, and your employer’s e-verify number.
 - **Part 6: 3a. 3 3b. 2 3c. 27** (same for 4-7 depending on how many you need).
Only fill this section out if:
You have previously been approved for CPT,
You have previously been approved for OPT,
You have had a different SEVIS ID number while in F-1 status (for example, you attended school but left for a leave of absence, then returned to school with a new I-20).
d. List out any of the previous CPT or OPT authorizations or previous SEVIS ID numbers you have had. Use separate fields for each type of authorization (for example, list all previous CPT in 3d, all previous OPT in 4d, all previous SEVIS ID in 5d. etc.).
Recommend writing it in this order: CPT Authorizations (as the title to this section); your SEVIS ID number, employer name; employment start date - employment end date; Full-time or Part-time; degree level.
(*CPT Authorization, NO123456789, Apple, 06/01/2018 - 09/03/2018, Part-time, Bachelor's*)
 - **Signature:** Use blue or black ink to sign name on the signature line; signature should be not be longer than one inch and does not touch the “Applicant’s Signature” line.
 - Photocopy of passport ID page with photo, passport number and expiration date (must be valid for at least 6 months from application date)
 - Photocopy of your visa
 - Printout of I-94 arrival/departure document (www.cbp.gov/I94)
 - Photocopies of previous I-20s and any previously issued Employment Authorization cards
 - Two (2) U.S. Style Passport Photos: Write your name and I-94 number on the back of each photo
 - \$410.00 check payable to: U.S. Department of Homeland Security
 - Write: *Four hundred and ten dollars*
 - Write your date of birth and I-94 number on front of the check in the memo section
 - Check must be a U.S. check drawn on U.S. bank but does not need to be from your own account
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- Complete everything above here and let International Student office know when you are dropping it off to get checked
- Request new I-20 with start date for OPT (must be within 60 days of program end date)
 - Pick up after 2 business days and send
 - Photocopy of Complete OPT packet to keep as copy
 - Copy I-20, signed and dated at the bottom of page 1
 - Write “**Photocopy of OPT Endorsed I-20**” and your **I-94#** on the top of page one.

MAILING INSTRUCTIONS:

1. Make photocopies of the entire application for your records.
2. Mail application packet by certified US mail to the appropriate USCIS Lockbox Facility—see address below.

Application must be received by USCIS within **30 days** of the I-20 issuance date

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

USCIS
P.O. Box 805373
Chicago, IL 60680

For FedEx, UPS, AND DHL deliveries:

USCIS
Attn: I-765 C03
131 South Dearborn – 3rd Floor
Chicago, IL 60603-5517

How early can I apply for OPT with USCIS?

- **Pre-Completion OPT:** USCIS will accept applications as early as **90 days prior to the proposed start date of employment** providing you have completed one full Academic Year at an accredited institution. A first-year student may apply up to **90 days** before she/he completes a full academic year, so if the first academic year ends in mid June, a student may apply in mid March with USCIS.
- **Post-Completion OPT:** USCIS will accept applications as early as **90 days before your graduation date** (program end date on your I-20) and must receive your application **no later than 60 days after** the graduation date (during your grace period).

How late can I apply for post-OPT with the USCIS?

- The USCIS must receive your post-OPT application **no later than 60 days after the graduation date.**

Reporting Requirements

All students on Post-Completion OPT (including Cap Gap) are still considered to be in F-1 status for the period authorized and during the 60-day grace period afterwards. Failure to submit this information in a timely manner will result in SEVIS automatically terminating the record. F-1 regulations require students who are on Post-Completion OPT to report any changes in employment or personal information to the International Students Office or input it on the OPT portal **within 10 days.**

Initial Employer Information

Student must submit the following employer information to the International Students Office or OPT Portal:

1. Job offer letter from the company
2. Employment start date
3. Name of Company
4. Job title or position
5. Company address
6. Supervisor's first and last name
7. Supervisors telephone number and email address

Students must also report to the International Student Office or OPT portal when:

1. Beginning an appropriate OPT activity
2. Ending an appropriate OPT activity
3. Changing from one OPT activity to a different OPT activity
4. Changing your OPT worksite
5. Change your residence address
6. Change your name
7. Leave the U.S.
8. Are "unemployed" for more than 10 days
9. Are "unemployed" for more than the maximum allowed for you OPT situation
10. Change your immigration status while in the U.S.

Periods of Unemployment

F-1 regulations state that students who have been authorized for Post-Completion OPT must leave the U.S. before they accrue an aggregate of more than 90 days of unemployment. No 60-day grace period is allowed. Days of unemployment will be counted from the start date indicated on the EAD card.

If students **volunteer or intern without pay** at least 20 hours per week in their area of study (where this does not violate any labor laws), this time would **not** be counted against the 90 days of unemployment. However, these students must be able to provide evidence of their volunteer work.

After completing OPT

Once the Post-Completion OPT period is over, students have a 60-day grace period in which they are required to depart from the U.S. or change status. Employment or re-entry into the U.S. is **NOT** permitted during the 60-day grace period. If you will remain in the U.S. after the 60-day grace period, you must use one of the following options: Begin a new degree program at NDNU; transfer to another U.S. institution; or, change to another visa status.