Optional Practical Training(OPT)

Updated March 2019

ELIGIBILITY

1) Must have completed a full course of study each semester.

2) F-1 status for at least one academic year.

> If you have fallen out of status and have been reinstated to F1 Student Status by the USCIS, you are eligible to apply for OPT.

PROCEDURE

STUDENT WILL COMPILE THEIR APPLICATION AS LISTED IN STEPS 1-8 BELOW, AND SEE THE ISS OFFICE FOR REVIEW.

1. Completed **Form, I-765**, Application for Employment Authorization https://www.uscis.gov/i-765
   - In item #27 Eligibility Category, enter **(c)(3)(B)**
     This indicates to the USCIS that you are applying for **Post-Completion Optional Practical Training**
2. Copies of **Passport** Biographical Page and **visa page.**
3. Print the most recent **Form I-94**, Arrival/Departure Record - https://i94.cbp.dhs.gov
4. Two passport sized **photos**
   - Need to be on a white background with a picture that shows your entire face.
   - Your photo must not have been more than 30 days prior to the submission of your application and not previously used.
   - Use this guide to ensure you have properly sized photos-- https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos/photo-composition-template.html
5. **OPT Recommendation Request and Acknowledgement Forms** Parts 1, 2, and 3
6. **Form G-1145**, E-Notification of Application/Petition Acceptance https://www.uscis.gov/g-1145
7. **Filing Fee**: https://www.uscis.gov/i-765 - see Filing Fee information
   - **$410.00** check or money order made payable to: **United States Department of Homeland Security** or
8. Copy of last EAD (Employment Authorization Document) if available/applicable

***** At this point in the process, please see the ISS office to review your documents***********

9. Upon review of application, ISS will generate a **New Form I-20** of which you will send **a copy** with your application.

SEND ALL DOCUMENTS TO: https://www.uscis.gov/i-765 - see **Where to File** information

        USCIS
        PO Box 21281
        Phoenix, AZ 85036

For FedEx, UPS, and DHL deliveries:

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

Note: Upon receipt of the documents, the USCIS will send a form I-797C, Notice of Action with a receipt number. The notice will have a receipt number and a phone number and website which will allow the student the ability to track the progress of their application. USCIS will notify the student of the decision. If employment is authorized, USCIS will issue the student an EAD card (work permit). The student cannot begin employment till the EAD card is obtained and/or the date on the card is valid. $410.00 is non-refundable.

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OPT application must be received by USCIS <u>no later than 30 days</u> after Drury International Support Services Office updates SEVIS and I-20 with the OPT recommendation.

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DRURY UNIVERSITY
INTERNATIONAL SUPPORT SERVICES

OPT Recommendation Request Form
Updated March 2019

Part 1: This section is to be **completed by the *student*** for all OPT requests

Family Name: _____   First Name: _____

Major: _____   Department: _____

Educational Level:_____   Cell Phone:_____

Personal Email Address: (not Drury email): _____

1) **I am requesting a recommendation for:**

____ Pre-Completion OPT (Before completion of degree requirements)
   ____ Part-time OPT (during the summer or academic year < 20hrs/week)
   ____ Full-time OPT (during vacation period > 20hrs/week)

   • On my I-20, my program end date is (mm/dd/yyyy) _____. I would like to work from: (mm/dd/yyyy) _____ through (mm/dd/yyyy) _____.

____ Post-Completion OPT (Full-time only)

2) **Have you had Curricular Practical Training before? Yes No**

3) **Have you had OPT previously? Yes No**
   a. **If Yes, please indicate dates of previous OPT: _____**

4) **What is the Date that you would like your Post Completion OPT to begin? (mm/dd/yyyy)** _____

   Note: Once dates are submitted, requested dates cannot be changed.

5) **If known, please include an employment offer, otherwise, write unknown.**
   _____

Graduating Students: If my OPT is approved, I understand that I am responsible for maintaining my F-1 status. I understand that I must report the following information in the SEVP Portal within 10 days of any change to any of the following: **Legal Name, Residential or Mailing Address, Employer Name and Start Date, Employer Address and/or Loss of Employment, Change of Status, Transfer to Another F-1 Institution.** I understand that I may not accrue more than 90 days of unemployment. The 90 days of unemployment accountability begin on the effective date of my OPT.

Student's Signature _____   Date: _____

OPT Recommendation Request Form
Updated March 2019

Part 2: This section is to be **completed by the student's academic *Advisor***

An international student with an F-1 student visa status is allowed to apply for employment authorization in the field of study to be used before or immediately after completion of a degree program in the US. This work authorization is called Optional Practical Training (OPT) and is granted through application to the U.S. Citizenship and Immigration Services (USCIS). https://www.uscis.gov/i-765

F-1 Optional Practical Training (OPT) information

The USCIS regulations require that OPT be used for employment related to the student's field of study. In order to issue a recommendation, we are required to obtain the following information. Please complete the sections below and return to the student. Any questions can be directed to the Office of International Support Services. (jpritt@drury.edu or 417-873-7885) Thank you for your assistance.

Student's Name: _____

Undergraduate Students:

Has the student completed all of his/her course work?

_____ Yes

_____ No; however, the student will complete and is confirmed to graduate in _____
<div align="right">(Semester)</div>

Graduate Students:

If the student will complete his/her degree before the end of a semester, please indicate the date the student is expected to be completed with his/her study at Drury. (Otherwise, the student's degree completion date will be considered the last day of the semester.)

Degree Completion Date: _____

Academic Advisor's Name (please print): _____

Title and Department: _____

Signature: _____   Date: _____

*This form is just to verify that the above student has applied for graduation and plans to graduate on the above semester.

DRURY UNIVERSITY

INTERNATIONAL SUPPORT SERVICES

OPT Filing Acknowledgement Form

Updated March 2019

PART 3

Student Name: _____

OPT Recommendation Date entered in SEVIS: _____

Please INITIAL each item to acknowledge that you understand the following:

1. _____ As discussed during the OPT information session, it is YOUR responsibility to mail the OPT application, acompanied by the required fee and the supporting documentation to USCIS **within 30 days** of ISS entering the recommendation for OPT into your SEVIS record (when you receive the new OPT Form I-20). If you fail to mail the application package within 30 days, your OPT application may be denied.

2. _____ Please contact the ISS office immediately if you receive any notification from USCIS regarding your OPT application so we can assist you when needed.

3. _____ We strongly recommend that you do **NOT** travel outside the US while your OPT application is pending.

4. _____ If you have not received your OPT card after 90 days from the date you received the receipt letter, contact the ISS office.

5. _____ It is your responsibility to report, within 10 days, any changes in the SEVP Portal (https://studyinthestates.dhs.gov/sevp-portal-help) regarding your employment information and/or residential address.

6. _____ If you are traveling outside the US while you are on OPT, be sure to have a valid passport, F1 visa and employment verification documentation.

Graduating Students: If my OPT is approved, I understand that I am responsible for maintaining my F-1 status. I understand that I must report the following information in the SEVP Portal (https://studyinthestates.dhs.gov/sevp-portal-help) within 10 days of any change to any of the following: **Legal Name, Residential or Mailing Address, Employer Name and Start Date, Employer Address and/or Loss of Employment, Change of Status, Transfer to Another F-1 Institution.** I understand that I may not accrue more than 90 days of unemployment. The 90 days of unemployment accountability begin on the effective date of my OPT.

Student's Signature _____   Date: _____