INTRODUCTION
Optional Practical Training (OPT) is an extension of F-1 student status that allows you to work in the U.S. in order to gain practical experience in your major field of study. Any employment you undertake must be directly related to your major field of study and commensurate with your degree level. OPT must be recommended by your international student advisor and it must be authorized by the U.S. Citizenship and Immigration Service (USCIS – Division of the Department of Homeland Security).

ELIGIBILITY TO APPLY FOR OPTIONAL PRACTICAL TRAINING (OPT)
In order to apply for OPT you must have been in lawful full-time student status for at least one full academic year. OPT can be done as Pre-Completion (before completion of studies) full or part-time depending on the timing of the OPT, or Post-Completion (after completion of studies). You are eligible for one year (12 months) of OPT per degree level (B.A, M.A., Ph.D.).

PROCESSING TIMES
You do not need a job offer in order to apply for OPT. It is highly recommended to apply early. The earliest you can apply is 90 days before graduation for Post-completion OPT. The OPT process can take 2 to 3 months, so be sure to plan ahead. OPT applications cannot be expedited. Past experience tells us that the earlier you file your OPT application, the shorter the processing time on the application due to the number of applications they receive, so please plan accordingly!

PRE-COMPLETION OPT – While you are still a student
OPT done before completion of studies must be part-time (no more than 20 hours per week) while school is in session, but can be full-time during vacation periods, such as summer vacation or winter break. Any OPT done before you complete your studies will subtract from the total 12 months of OPT available. If pre-completion OPT is done part-time, it will only subtract from the total at half the rate. For example, if you do pre-completion OPT part-time for 4 months, you will have used 2 months of your total 12. You must maintain your full-time registration status at all times.

POST-COMPLETION OPT - In anticipation of your graduation
You must submit your application for graduation. If there are any changes to your academic plan and/or your ability to meet university graduation requirements, you must contact Office of Diversity and Inclusion immediately as this has a significant impact on OPT. This type of OPT is based on your graduation date, not the date you complete classes. Graduation is in May, August & Dec.

WHEN CAN I FILE FOR OPT?
Undergraduate and Master’s-level students: For post-completion OPT, you can apply as early as 90 days prior to the completion date of your program, as discussed above. The latest you can file is 60 days after your program end date. For example, if your graduation date is December 20th you may apply for OPT beginning September 20th.

SELECTING A START DATE FOR OPT:
Post-completion OPT always counts as full-time and it must be completed within 14 months of completing your program. For example, if you complete your program on December 20th, your start date for OPT must be between December 20th, and February 20th, the 60th day after completing your program. Please note that although you can apply for OPT after graduation, it is to your advantage to file early, as you may forfeit some of your twelve months of OPT while waiting for your card. You may not change your OPT dates once you have mailed your application to Service Center. You may not begin working until you receive your EAD card and reach the beginning date on your EAD card.

QUESTIONS TO THINK ABOUT WHEN SELECTING A START DATE:
- Are you planning to move after graduation? If so, you may need a week or two to get settled.
- Do you need additional time to search for a job after you graduate? According to the regulations, you should not accumulate 90 days total of unemployment during your 12 months of post-completion OPT. The unemployment time is accrued when your EAD card is valid, not while your OPT application is pending.
Filing Instructions - Student should keep this page

When you receive the I-20, sign in the appropriate place then proceed to prepare your packet to be mailed to the appropriate USCIS lockbox location. (E-Filing is not recommended at this time). See below for lockbox information. Please note that it is your responsibility to ensure that all application materials are received by the USCIS prior to the expiration of your current OPT authorization.

1. __ Form G-1145 e-Notification of Application (please on top of application) //www.uscis.gov/sites/default/files/files/form/g-1145.pdf

2. __ Form I-765. Please indicate either Pre-completion (c)(3)(A ) or Post-completion (c)(3)(B) in item16. Visit https://www.uscis.gov/sites/default/files/files/form/i-765.pdf to obtain the I-765 application. It is recommended that you complete the form on line because the optional scanning software at the lockbox might not recognize handwriting. (DO NOT SUBMIT THIS FORM ON LINE) PRINT THE I-765 FORM AND SIGN IN BLUE INK - SUBMIT PACKET TO APPROPRIATE LOCKBOX DESTINATION.

3. __ Check or money order for $410.00, payable to the U. S. Department of Homeland Security.

4. __ Two recent passport-style photos (less than 30 days old).

5. __ Copy of new I-20 with the OPT recommendation on the 2nd page (less than 30 days old).

6. __ Copies of all I-20s issued to you (ordered newest on top to oldest on bottom.)

7. __ Copy of passport biographical and expiration page(s)

8. __ Copy of F-1 VISA

9. __ Copy of Form I-94 https://i94.cbp.dhs.gov/I94/consent.html

Mailing Instructions:

If sending by U.S. Postal Service (USPS):
USCIS
PO Box 21281
Phoenix, AZ 85036

If sending by express mail and commercial courier service:
USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034
Sample I-765 Form for OPT applications

Always download and use the most recent I-765 directly from www.uscis.gov. Using an outdated form will result in your OPT application being returned or rejected.

<table>
<thead>
<tr>
<th>For USCIS Use Only</th>
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</table>

I am applying for:
- X Permission to accept employment.
- X Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name
   - (Family Name) WILDCAP
   - (First Name) Willie

2. Other Names Used (include Maiden Name)

3. U.S. Mailing Address
   - (Street Number and Name) 630 Dartmouth Place
   - (City or Town) Evanston
   - (State) IL
   - (ZIP Code) 60208

4. Country of Citizenship or Nationality
   - China

5. Place of Birth
   - (City or Town) Beijing
   - (State/Province) China

6. Date of Birth (mm/dd/yyyy)
   - 11/14/1924

7. Gender X Male

8. Marital Status
   - X Married

9. Social Security Number (Include all numbers you have ever used)
   - 0600-00-0000

10. Alien Registration Number (A-Number) or Form I-94 Number (if any)
    - 1234567891

11. Have you ever been applied for employment authorization from USCIS?
    - X Yes (Complete the following questions.)
      - Which USCIS Office?
      - [ Refer to EAD Card ]
      - Dates [OPT Dates]
      - Results (Granted or Denied - attach all documentation)
    - X No (Proceed to Question 12.)

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)
    - 09/02/2015

13. Place of Last Entry into the U.S.
    - Chicago

14. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)
    - F-1 Student

15. Current Immigration Status (Visitor, Student, etc.)
    - F-1 Student

16. Post-completion (C)(3)(B)
    - Pre-Completion: (C)(3)(A)

17. (C)(3)(C) Eligibility Category. Did you enter the eligibility category (c)(3)(C) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Client Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.
   - Degree
   - Employer's Name as listed in E-Verify
   - Employer's E-Verify Client Company Identification Number or a Valid E-Verify Client Company Identification Number

18. (C)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Question 16 above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

Certification
I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765" section of the instructions and have identified the appropriate eligibility category in Question 16.

Applicant's Signature: Sign here! Very important!
Date of Signature (mm/dd/yyyy)
- 07/01/2015

Telephone Number
- 555-123-7894

Signature of Person Preparing Form, If Other Than Applicant
I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Preparer's Signature
Date of Signature (mm/dd/yyyy)
- 07/01/2015

Printed Name

Address

Form I-765 02/13/15
SAMPLE EMPLOYMENT AUTHORIZATION CARD

SAMPLE personal check for OPT application

DOB: 01/01/80
Valid From: 01/01/80
Card Expires: 05/10/11

SAMPLE MONEY ORDER
Photo Composition Template

- Make sure the photo presents the full head from the top of the hair to the bottom of the chin
- Center the head with the frame
- The person in the photo should have a neutral expression and be facing the camera

Paper Photo Head Size Template

- Photo must be 2 inches by 2 inches
- The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
- Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm – 35 mm) from the bottom of the photo

Well Composed Photo Composition Examples

Your passport photo must be:

- In color
- Printed on matte or glossy photo quality paper
- 2 x 2 inches (51 x 51 mm) in size
- Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head. View the Photo Composition Template for more size requirement details.
- Taken within the last 6 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- Taken with a neutral facial expression (preferred) or a natural smile, and with both eyes open
What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receipting your immigration form.

ROUTINE USES: The information provide on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [DHS/USCIS-007 - Benefits Information System and DHS/USCIS-001 - Alien File (A-File) and Central Index System (CIS)], which can be found at www.dhs.gov/privacy. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Complete this form and clip it on top of the first page of your immigration form(s).

<table>
<thead>
<tr>
<th>Applicant/Petitioner Full Last Name</th>
<th>Applicant/Petitioner Full First Name</th>
<th>Applicant/Petitioner Full Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td>Mobile Phone Number (Text Message)</td>
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# Optional Practical Training I-20 Request Form

<table>
<thead>
<tr>
<th>Student Information</th>
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<tbody>
<tr>
<td>Last Name (Family Name) print:</td>
<td>First Name (Given Name) print:</td>
</tr>
<tr>
<td>Student ID#:</td>
<td>SEVIS Number:</td>
</tr>
<tr>
<td>Telephone #:</td>
<td>Email Address:</td>
</tr>
</tbody>
</table>

Have you been authorized for **full time** Curricular Practical Training (CPT) in the past?  

| No | Yes – From (mm/dd/year) To: (mm/dd/year) |

For which type of OPT are you applying?  

| Pre-Completion | *Post Completion |

*The earliest a post-completion OPT application can be submitted is 3 months prior to completion of degree requirements. First day USCIS can receive your materials is September 17, 2017.*

Requested OPT Authorization Start Date:  
Note: Start date must be within 60 days AFTER completion of degree requirements.  
Employment start date must be between December 17, 2017 and February 14, 2017.

**Status while on OPT:** Students are on F-1 status while on OPT. The primary purpose of OPT is to pursue internship/employment/practical training relating to your field of study. Students authorized for the standard 12-month OPT period are limited to a cumulative total of 90 days without employment. Report OPT new employment, change in employment, change of residential mailing address, change of legal name within 10 days of OPT start date and 10 days of any change thereafter and keep a valid Employment Authorization Document (EAD).  
I have been enrolled on a full-time basis for at least one academic year. I have followed the rules for maintaining lawful F-1 student status and understand and the responsibility required for maintaining my lawful status during my period of OPT.  
Signature of Student:  
Date:

**Academic Recommendation**  
Student’s Major:  
*Completion Date:*  

*Term in which all degree requirements expected to be competed.*

Number of Credits student will be taking during his/her final term:  

The student above wishes to secure Optional Practical Training employment by working in a job related to her/his field of study. I confirm that the information provided in this section is true and correct. I recommend this student for Optional Practical Training (OPT) to enable the student to apply the principles learned in the classroom in a professional setting.  
Department Academic Advisor/Program Coordinator Name (print):  
Department Academic Advisor/Program Coordinator Name Signature:  
Telephone Number:  
Email:  
Date:  

Graduate School Director Signature:  
PDSO Signature:  
Date: