OPTIONAL PRACTICAL TRAINING

- Optional Practical Training (OPT) is defined as “temporary employment related to the student’s major area of study”.

The purpose of Optional Practical Training is for the student to gain work experience in his or her field of study during or after completion of a bachelors, masters, or doctoral program. There are two types of OPT. Pre-completion OPT, which is done prior to your program completion and Post-completion OPT, which is done after commencement.

Eligibility Requirements:

1. The student must have been studying consecutively for one full academic year (completion of one Fall and Spring semester), full time.
2. The work must be directly related to the student’s major field of study.
3. The student must be in good academic standing.
4. For Post-completion OPT, the student needs to graduate.
5. The student must not have used OPT at another college.

Things to Consider:

1. Optional Practical Training may be used before or after completion of studies for a combined period of no more than twelve months per education level. (If you choose to do OPT while still in your program, you can work no more than 20 hours per week.)
2. Full-time CPT for one year or more disqualifies you from applying for OPT.
3. The application must be received by USCIS no later than 60 days after your program completion date. “All OPT must be completed within 14 months of your program end date.”
4. Students can apply no earlier than 90 days prior to completion of studies.
5. It is not required that the student have a job offer prior to applying for OPT. You can register with the Center for Career Services to participate in their job search programs.
6. You can have more than one employer and the work can be paid or unpaid.
7. You must have at least 20 hours per week and you cannot have more than 90 days of unemployment.
8. USCIS must receive your paperwork no later than 30 days after the date the DSO produced your new I-20 with OPT recommendations.
9. TRAVEL: An F-1 student with an expired visa should wait for OPT approval to travel, if a valid visa is required for reentry. The Department of State will NOT issue a visa to an applicant with a pending OPT application. Student should have valid F-1 visa, Form I-20 signed by DSO, valid passport, EAD card and letter from employer.
Application Procedure:

2. The student must make an appointment with the DSO to be registered for OPT in SEVIS. Once you have made an appointment with the DSO, bring the OPT Recommendation Form (below) and the following documents with you:

   a. **Form G-1145** filled out (attached to top)
   b. **Form I-765**, filled out, signed and dated
      - Make sure you check off what you are applying for: Permission to accept employment, Replacement, or Renewal of my permission to accept employment.
      - Item #10 – A-Number or I-94 Number: Put your I-94 number unless USCIS has previously assigned you an alien registration number.
      - Item #11- If you have ever applied for hardship or optional practical training employment before, answer yes, where and when you applied, whether it was granted or denied and attach a photocopy of any EAD care issued for it.
      - Your Certification – Sign in BLUE ink, put your telephone number and the date.
      - Item #16: Enter the code that applies to the type of OPT you are requesting: Pre-completion OPT – (c)(3)(A); or Post-completion OPT – (c)(3)(B)
   c. **Two passport photos (2 x 2)** (with name in pencil on back)
   d. Copies of all other I-20’s pages 1 & 3 (If a transfer student, you must submit the previous SEVIS I-20 with entry stamp)
   e. A copy of your I-94 (both sides)
   f. A copy of your visa
   g. A copy of the ID pages from your passport (or for applications for renewal of work authorization, a copy of your EAD card)
   h. **The fee** (Money Order, Bank Check or Personal Check) made payable to the US Department of Homeland Security/USCIS
   i. New SEVIS I-20 with **DSO’s recommendation for OPT** (original form – DSO will give you).
   j. A large envelope to send all paperwork to:

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<th><strong>US Postal Service (USPS):</strong></th>
<th><strong>Express mail &amp; courier:</strong></th>
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<tr>
<td>USCIS Dallas Lockbox</td>
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<tr>
<td>PO Box 660867</td>
<td>2501 S. State Hwy.</td>
</tr>
<tr>
<td>Dallas, TX 75266</td>
<td>121 Businesses, Suite 400</td>
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<td>Lewisville, TX 75067</td>
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Note: Remember to mail your application **Certified/Return receipt** so that you will have a record that the USCIS received and signed for your packet.

**YOU CAN NOT WORK UNTIL YOU HAVE RECEIVED YOUR EAD CARD FROM USCIS, AND IT IS ON OR AFTER THE START DATE LOCATED ON THE CARD.**

**Reporting Responsibilities:**

SEVIS now requires that once employment is secured, you must inform the DSO of this information (name of employer and their address) to maintain your F-1 status. In addition, it is the student’s responsibility to report, within 10 days, any changes in the following:

- Legal name
- Residential and mailing address
- E-mail address
- Employer name
- Employer address
- Job title or position
- Supervisor name and contact info
- Employment start and end date
Please fill out the following form to schedule your appointment with the DSO.

OPTIONAL PRACTICAL TRAINING RECOMMENDATION FORM

Name: ________________________________  Marist ID# __________________

Date & Time available for appointment with DSO: __________________

Address:
_________________________________________________________________

Phone: ____________ E-mail: ____________________________

SEVIS ID # __________________________  Major _______________________

Expected Graduation Date: __________________________

1. Type of OPT you are requesting:
   □ Pre-OPT (Full-time) – Only available during vacation periods or after completion of all of your coursework, EXCEPT for comprehensives, thesis, or dissertation.
   □ Pre-OPT (Part-time) – (20 hours per week)  
      Start Date ___________________ End Date ___________________
   □ Post-OPT:  
      Start Date ___________________ End Date ___________________
      The start date may be any date after you complete your studies up to 60 days later. (USCIS usually gives you a start date that is either the start date you requested, or the date they approve it, whichever is later, but not more than 60 days past your graduation completion date.)

2. If you have an EAD card or previously received OPT, or full-time CPT, please indicate the start and end dates on your EAD(s) and what degree you were pursuing at that time.
   ___________________________________________________________________

3. How does your employment relate to your major course of study?
   ___________________________________________________________________

4. RESPONSIBILITIES OF THE F-1 STUDENT
   • As an F-1 student you are required to report changes of address within 10 days of any move. This includes the period of time that you are on OPT. You are also required to report your employer’s name and address, any changes of employment and periods of unemployment to the DSO/PDSO at Marist College.
   • I also understand that I am requesting the DSO’s recommendation for Optional Practical Training Employment authorization. Once the school has recommended the OPT, the application will be returned to me for filing it with USCIS. I further understand that I am solely responsible for properly filling my OPT application with USCIS and tracking its progress.

________________________________________  ______________________________
(Sign)  (Print Name)

__________________________  (Date)

Marist College 10/2011