Optional Practical Training Application

What is OPT?

Optional Practical Training (OPT) is off-campus employment authorization that lets F1 students get work experience in their major field of study. The amount of work you are permitted is maximum 12 months of full-time employment for each educational level you pursue in the U.S. You can use it during or after your studies. You can work for any employer, anywhere in the U.S. Think of it as an OPT bank account! In that account are 12 months of full-time optional practical training for each level of education you pursue. Let’s say you’d like to work full-time for 3 months during summer vacation period. That’s a three-month withdrawal of full-time employment, leaving you 9 months left to spend during your associate’s degree.

If you decide to spend all of your OPT after you complete your program, you must request all of it at once, that is the full year. You cannot use it in pieces.

Types of OPT

<table>
<thead>
<tr>
<th>Before Completion of Studies (Pre-Completion OPT):</th>
<th>After Completion of Studies (Post-Completion OPT):</th>
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<tbody>
<tr>
<td>o Part-time (Less than 20 hours a week): While school is in session (Spring &amp; Fall semester)</td>
<td>Full-time employment only (20 hours or more per week)</td>
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<td>o Full-time: Only available during vacation periods. (Summer and Winter)</td>
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Student Eligibility Requirements

- You must have been enrolled full-time for at least one academic year.
- **You must be able to describe how the type of work you are seeking directly relates to your major (course work).** You do not have to have a job offer to apply for OPT. If you are applying for before completion of studies (pre-completion) OPT; however, it is wise that you be as sure as possible of a job so that you don’t waste any of your OPT account.
- You may apply for Post-Completion OPT up to 90 days before the program end-date and up to no later than 60 days after the program end date. However, we strongly recommend that you apply at least 90 days ahead so that you receive your Employment Authorization Card (EAD) on time.
- You cannot already have used 12 months of full-time Curricular Practical Training.
The following information is important for you to remember to maintain your F1 status while/after you are on OPT

**While you are on OPT**

All students on OPT are **REQUIRED** to report to the DSO of the following:

- a copy of Employment Authorization Document (EAD)
- employer’s (company) name and address
- start date of employment
- Explanation of how your employment is related to your course of study (Max 1000 characters)
- any interruption of employment
- any change of name and address

**Limited Periods of Unemployment to Maintain Status:**

*During Post-Completion OPT, your F-1 status is dependent upon your full-time 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. Otherwise, your I-20 will be auto-terminated on the 90th day of your unemployment.*

**After OPT Completion**

- After Post-Completion OPT, there is **no extension** on your OPT at this level of education, Associate’s degree.

- After completion of your OPT, you are given **60 days** to:
  - Transfer to another school. You must show your acceptance from a new school. *or*
  - Return home permanently

**Traveling While OPT**

- You must get your I-20 signed for re-entry to the U.S.

- If your OPT is still pending with USCIS, you need to speak to us before your travel.

- Obtain a travel endorsement on your OPT I-20 from our office should you need to travel outside the U.S. We recommend that you get a letter of employment from your employer.

- If you need to renew your F-1 student visa, you need to speak to us first.
CHECKLIST

The following documents are required for your OPT application. Once you have all documents, please make an appointment with an advisor. You cannot apply for OPT without recommendation on I-20 from an advisor.

- Optional Practical Training Request Form
- Form I-765 (Application for Employment Authorization)
  Before you fill it out, read Page 4 of this application carefully.
- Two passport photos with your name printed in pencil on the back
- $410.00 fee (a personal check or money order) payable to “U.S. Department of Homeland Security”. It is non-refundable.
- You make photocopies of all previous Form I-20 you have ever had including ones from your previous school(s)
- You can retrieve your electronic I-94 record at https://i94.cbp.dhs.gov/I94 or make a photocopy of Form I-94 card (both sides) if applicable.
- You make photocopies of passport identification pages and visa (Passport must be valid for your employment)
- A copy of your Degree Evaluation via. myNCC portal or a receipt for graduation or a completion of program letter from your department (Post Completion OPT applicant only)
- Photocopies of any previous EAD card(s) if any

***Post-Completion OPT Deadline***

Even though you can apply OPT within 60 days from the last day school, we recommend that you apply at least 90 days in advance from the last day of your classes at school so that you can receive your card on time for your employment.
You CANNOT start working until USCIS authorizes your employment and you must receive your EAD card!!!

How to Fill out Form I-765 (Employment Authorization)

Complete items 1-16:
- Item #1: Make sure you print your name; otherwise, your EAD card can be issued with your name spelled wrong.
- Item #3: Please write your mailing address in the United States. Your EAD card will be mailed to this address.
- Item #9: It is not your school identification number. Leave it blank if you don’t have one.
- Item #10: Put your I-94 number.
- Item #11: If you have ever applied for optional practical training employment before, answer “Yes”. You need to indicate where and when you applied, whether it was granted or denied and attach a photocopy of that EAD card.
- Item #16: The answer depends on the type of OPT authorization you are applying for.
  - Pre-Completion OPT (before you graduate) - (c)(3)(A)
  - Post-Completion OPT (after you graduate) - (c)(3)(B)
- Item #17-19: You don’t need to fill it out.
- Certification: Make sure to sign, put your telephone number and the date the application. Without your signature, your application will not be processed.

IMPORTANT INFORMATION ON USCIS PHOTO REQUIREMENTS

Often applicants will have their photos rejected for failing to meet the required specifications. In order to avoid this, be sure to show these instructions to the photographer before the photos are taken. Special instructions regarding photos for your EAD card:

For an example of the new photo style, go to: http://travel.state.gov/passport/get/get_2081.html. This link includes information on the required dimensions of the photos, how the photos must be posed etc. The photo should not be larger than 2 by 2 inches, with the distance from the top of the head to just below the chin measuring about 1-3/8 inches.
OPTIONAL PRACTICAL TRAINING REQUEST FORM

TODAY’S DATE: ______________

NAME: _________________________________________________________

STUDENT ID #: __________________ SEVIS ID#: N____________________

I-94 (Admission) #: ________________ Passport Expiration Date: ________

LOCAL ADDRESS: ____________________________________

TELEPHONE #: _______________ E-mail: ____________________________

MAJOR: _______________________________

Expected Date of Completion of your program: ____________ (Post Completion OPT Applicant Only)

WHAT KIND OF OPT ARE YOU APPLYING FOR?

☐ Pre Completion OPT: Before Completion of Studies

___ Full-Time: Only available during vacation periods.

   Start date: ___________ End date: ____________

___ Part-Time: Less than 20 hours a week (e.g. Fall & Spring semester)

   Start date: ___________ End date: ____________

☐ Post Completion OPT: After Completion of Studies

Your start date could be as early as the expected date of completion of studies you put above, or any other date within the 60-day period following it.

For example, if you are completing your program on May 15th, your OPT start date must be within 60 days from May 15th, which is July 15th. Please apply your OPT at least 90 days in advance from your last day of classes. You will not eligible to apply for your OPT after the 60-day grace period.

Start date: ____________________ End date: ____________________
The Student and Exchange Visitor Program (SEVP), within the Department of Homeland Security, requested that schools ensure the accuracy of certain information in SEVIS for all students on optional practical training. Therefore, please read the following and sign it.

I understand that it is my responsibility to comply with all immigration regulations which apply to F1 students, including employment regulations.

☐ I know that I cannot start working until I receive my EAD card. Once I get my EAD, I will provide a copy of the card to the Office of International Education immediately.

☐ I also understand that it is my responsibility to provide the following within 10 days:
  ✓ my employer’s name & address,
  ✓ start date
  ✓ Explanation of how my job is related to my major (2-3 sentences)
  ✓ If I change jobs or am temporarily unemployed, I will report these changes by calling at 516-572-7053 or e-mailing isaoff@ncc.edu as soon as possible.

☐ I understand that if I don’t report my employment information and I accrue 90 days of unemployment, my I-20 will be terminated and I will be in violation of my F1 student status.

☐ In addition, I am required to report changes of my home address within 10 days of any move while I am on OPT. I understand that this reporting requirement is an on-going requirement.

☐ After completion of my OPT, I understand that I have 60 days to either return to my home country or transfer to another school.

________________________________________  _________________
Student’s signature                      Date