



F-1 POST-COMPLETION OPTIONAL PRACTICAL TRAINING

TO BE ELIGIBLE: You must have been studying full time for at least one full academic year to begin your Optional Practical Training (OPT). However, if this is your first year of studies in the U.S., you may submit your application up to 90 days prior to completing one full academic year. You must be in an F-1 status at the time of application. Application must be made before the completion of your degree program.

TO APPLY: **You must complete the application and obtain an EAD (Employment Authorization Document) before leaving the U.S. for vacation. The Office of International Services will not receive the EAD and forward it to your overseas address.**

Submit the following documents to the Office of International Services, located in DuBourg Hall 150:

- 1) A letter of recommendation from your academic advisor.
- 2) Properly filled "OPT Application Request Form" and "Reporting Requirement After Receiving the EAD" form with signature and date.
- 3) Copy of your SEVIS I-20 (Page 1 & 3), I-94 (both sides) and passport page (or pages) showing photo, passport number, issuing country and expiration date.
- 4) Properly filled Form I-765.
- 5) Two color photographs as specified in the enclosed guidelines.
- 6) An application fee of \$340 in check payable to USCIS (a money order or bank draft is recommended and may expedite the process).

Apply as early as possible: It will take approximately 90 days to process the paperwork at the USCIS office. If you have not received a decision within 90 days, you may obtain interim work authorization. Please contact our office for details.

Job offer not required: You are not required to have a job offer to apply for the EAD. However, you cannot begin an employment before the completion of your studies even if you have received your EAD.

12 months for each degree program: You are allowed to apply for the practical training for a maximum of 12 months, minus the number of months (if any) you used for the Pre-Completion Optional Practical Training. You are eligible for another 12 months of practical training when you change to a higher educational level.

After receiving your EAD: You are required by the immigration regulations to notify our office any name change, address change or discontinuation of your employment for the duration of your practical training.