

Applying for Optional Practical Training (OPT)

Please read the information below concerning Optional Practical Training (OPT).

- Students must have been lawfully enrolled on a full-time basis at a DHS-approved school for one full academic year before being eligible for OPT.
- Standard OPT is available for a cumulative maximum of 12 months per educational level.
- A one-time extension of 17 months (for a total of 29 months) is available to certain STEM degree recipients.
- Employment must be directly related to the student's course of study.
- No offer of employment is required to apply for standard OPT, but the student is expected to work during the OPT EAD validity period. Students on post-completion OPT are limited to a maximum of 90 days of unemployment.
- To apply for a 17-month STEM extension, student must have an offer of employment from an employer registered with E-Verify.
- Prior use of full-time Curricular Practical Training for one year or more eliminates eligibility for Optional Practical Training.
- Work can begin only after receiving EAD issued by USCIS, and on or after the start date on the EAD.
- An F-1 student engaged in pre-completion OPT follows the same procedure for visits abroad and re-entry as all F-1 students.
- An F-1 student who is engaged in post-completion OPT who travels outside the United States temporarily (i.e., less than 5 months) can be readmitted to resume employment for the remainder of the period authorized on his or her EAD card, provided:
 - The student presents a Form I-20 endorsed by the DSO within the preceding 6 months and valid F-1 visa
 - The student presents an unexpired EAD, and
 - The student is returning to resume employment.

There are two types of OPT:

- OPT before completion of the course of study is commonly called "pre-completion" OPT. Pre-completion practical training must not exceed 20 hours a week while school is in session.
- Post-completion is after completion of the course of study, or, for a student in a bachelor's, master's, or doctoral degree program, after completion of all course requirements for the degree. A student working full-time in post-completion practical training may attend school part-time.

Follow these steps to apply for OPT

Please keep in mind that filing of the I-765 can take up to 3 months once it reaches the USCIS Service Center to be approved.

1. Discuss OPT with your international advisor to see what options are best for you.
2. You must have the items below to apply for OPT:
 1. _____ Completed I-765 Application - Marked (c)(3)(B)
Download the I-765 at <http://www.uscis.gov/files/form/I-765.pdf>
 2. _____ Photocopy of all previous I-20s
 3. _____ Photocopy of all previous EADs
 4. _____ Letter from academic adviser indicating the current academic status, the major you will complete, and the expected date of completion of studies. (You may request this letter from the Registrar SL 131).
 5. _____ Check or money order for the filing fee (\$340).
 6. _____ Two identical immigration-style photos (Available at the Guymon Post Office).
 7. _____ Photocopy of I-94 (Both sides).
 8. _____ Photocopy of Passport ID pages
3. Complete the top portion of the Employer Information form.
4. The International advisor will prepare an I-20 requesting OPT.
5. Student must sign the I-20!
6. Bring all documents to the International Office to make photocopies of your application materials and compile the application packet. Mail to:

For U.S. Postal Service (USPS) Deliveries:
USCIS
PO Box 660867
Dallas, TX 75266

For express mail and courier service deliveries:
USCIS
Attention: AOS
2501 S. State Hwy. 121, Business Suite 400
Lewisville, TX 75067

If for some reason you do not graduate and will be required to enroll the next semester, contact the International Office immediately. There are major changes that must be made if you do not finish your degree on time.

Optional Practical Training (OPT) Employee/Student Information

Students must put the OPSU International Office as the return address on the I-765 Application:

Oklahoma Panhandle State University
International Office
PO Box 430
Goodwell, OK 73939

To be completed by Employee/Student:

Name _____

Address _____

Phone number _____

Email Address _____

- I will pick up my EAD card at the International Office
- I need my EAD card mailed to the below forwarding address:

Your university account will be charged for the postage to mail the EAD card. Do you agree to this charge? (Circle one):

Yes

No

I have read and understand the regulations concerning Optional Practical Training and promise to abide by the regulations to maintain my immigration status.

Signature _____

Date _____