

POST COMPLETION INSTRUCTIONS OPTIONAL PRACTICAL TRAINING (OPT)

Post-Completion Optional Practical Training (OPT) is full-time employment authorized after successful completion of your program of study. OPT is intended to provide hands-on practical work experience that is directly related to a student's major area of study. OPT is authorized by U.S. Citizenship and Immigration Services (USCIS) for a maximum of 12 months.

ELIGIBILITY

In order to be eligible for Post-Completion OPT you must:

- Must currently be in F-1 status
- Have been lawfully enrolled on a full-time basis for one full academic year or will have met this requirement by the time post-completion OPT is to commence
- Must have **not** engaged in more than 364 days of full-time Curricular Practical Training (CPT) during the current degree level
- Must have **not** been authorized for 12 months of OPT at the current degree level

WHAT TO PREPARE

- Signed OPT Acknowledgement Form – can be found on our website, does not need to send to USCIS

Prior to submitting your documents to USCIS, you need to provide a copy of everything you plan to submit to ISSP so we can review your documents and issue you an updated I-20.

The items listed below are your responsibility to submit to USCIS:

- Form I-765 application (www.uscis.gov/i-765). Question #27 enter (c)(3)(B). We recommend you type.
- OPT Application Supplemental Info Form on ISSP website.
- Photocopies of all I-20s (only copy page 1 and 2 of each I-20), including any I-20s issued from other schools, for CPT, and any issued prior to SEVIS. **MUST include copy of I-20 with OPT requested start date that ISSP provided to you.** Make sure all your I-20s are signed by ISSP and you. **Do NOT mail the original I-20. Mail only photocopy of I-20.**
- Photocopy of valid passport which includes the identity pages and the page that has your photograph (provide copies of expired passport if renewed while in the U.S.)
- Photocopy of I-94 card back and front or electronically <https://i94.cbp.dhs.gov/i94/request.html>
- Photocopy of your current visa (include copies of all expired visas)
- Form G-1145 (<http://www.uscis.gov/files/form/g-1145.pdf>). We recommend you type.
- Two passport type color photos, 2" x 2" on white or off-white background. Print your name in pencil with I-20 SEVIS number on the back of each photo. Photos must be recent
- \$410.00 check or money order payable to the "U.S. Department of Homeland Security" as your filing fee. You may also pay the filing fee with credit card by completing Form G-1450 <https://www.uscis.gov/forms/fingerprints/pay-credit-card> and place the form on top your application when you file it.
- Secure approval from your Academic Advisor/Graduate Coordinator by having him/her complete the OPT recommendation form. Form is on ISSP website. **Make sure you specify an OPT start date that begins after the end of your program.**
- Photocopy (front and back) of previously issued Employment Authorization Documents (EAD cards), if applicable

IMPORTANT REMINDERS

- ✓ OPT documents must be received by USCIS within 30 days from the date issued on your OPT I-20. Failure to submit your OPT documents will result in an automatic denial by USCIS.
- ✓ You may apply up to 90 days prior your program completion date.
- ✓ You must request a start date for OPT any time after your completion date but **not** beyond 60 days after your program completion date.
- ✓ You must specify your OPT start date on your OPT advisor recommendation form.
- ✓ If you move (which is not recommended during the OPT application review), you must notify the Student Immigration Specialist in ISSP so that the California Service Center (CSC) can be notified. Failure to notify the SIS of your address change will significantly delay the processing and/or potential loss of your EAD card.
- ✓ USCIS takes no responsibility if your EAD card is lost in the mail so please make sure to notify the SIS in ISSP if you move during the OPT approval process.
- ✓ **Report to ISSP within 10 days, if you have any changes in student's legal name, student's residential address (USA), job title, supervisor's name, supervisor's email, supervisor's phone, company name, company address, employment start date.**

HELPFUL INFORMATION FOR COMPLETING FORM I-765

- **Name:** Please make sure to follow the directions and list your last name/family name all in CAPITALIZATIONS
- **Other names used:** List any other names that you have used on official documents in the United States.
- **Alien Registration Number (A-Number) or I-94 Number:** Use the eleven-digit identification number on your I-94 card or electronic form
- **Previous employment authorization from USCIS:** Check “yes” if an employment application was submitted directly to USCIS (for example: previous application for OPT, J2 or HI). Check “no” if you only worked on-campus or on CPT.
- **Last entry and current status:** The stamped date on your most recent I-94 card/electronic form.
- **Employment eligibility section:** This is a reference to the regulations for types of OPT: enter (c) (3) (B) for Post-Completion OPT. Leave question #28 blank.
- **SIGN the form within the lines in BLUE INK and do NOT sign your name outside the top or the bottom line.**

MAILING INSTRUCTIONS

- If you plan to have a mailing address that is outside of California, please make sure to verify mailing instructions with the ISSP.
- To avoid any documents being lost in the mail it is recommended that you do not move from the address you list on your I-765 application.
- Do not send any documents through regular U.S. mail. You want to have a tracking number so you can be assure that your documents are delivered properly.

Express Mail, or any courier service use the following address

U.S. Citizenship and Immigration Services ATTN: AOS
1820 E. Skyharbor Circle S, Suite 100 Phoenix, AZ 85034

For questions or concerns regarding OPT procedures, please contact California State University, Fresno's ISSP office at intlstudentservices@csufresno.edu