# Post-Completion Optional Practical Training (OPT)

## Eligibility and Rules

* Complete at least one academic year (fall and spring semester) as a full-time student in F1 status.
* Standard post-completion OPT is for a duration of 12 months.
* Cannot have used up eligibility for OPT, either through full-time CPT or pre-completion OPT.
* Be on track to graduate at the end of the current semester.
* Application can be submitted up to 90 days before graduation, and up to 60 days after graduation. **It is strongly advised that you apply early as current application processing times are very long.**
* OPT must begin no more than 60 days after graduation.
* A maximum accrual of 90 days of unemployment is allowed during your 12 month OPT period.
* **You are responsible for updating your OPT Portal with your employment details.**
* Employment must be in your field of study.
* Employment must be at least 20 hours per week.
* Employment can be paid, unpaid, self-employment, or can be comprised of multiple jobs.
* Travel outside the U.S. while OPT application is pending is not advised.
* Travel outside the U.S. after OPT is approved is allowed, but only advised if you are employed. Carry OPT I-20 signed by ISSS for travel, EAD Card, and proof of employment.

## Documents needed to apply (Bring these documents to your ISSS Appointment)

* Completed OPT Information Form
* Completed form I-765 (check for most up to date version: [www.uscis.gov/forms](http://www.uscis.gov/forms)) You will submit the form online, but we recommend reviewing the paper version of the form in advance.
* Two passport-sized color photos (2 inches x 2 inches)
* Application fee of $410, can be paid online by credit card
* Photocopy of your current I-20, and previous I-20s if available.
* Photocopy of your updated I-20 with OPT endorsement from ISSS. **You will receive this after meeting with an ISSS adviser (see Part 1).**
* All previous EAD Cards (if applicable)
* Photocopy of the **ID page of your passport** and your **F1 Visa**
* Your current I-94

## Part 1: Submit your application materials to ISSS for OPT Recommendation

1. **Perform a DegreeWorks audit** with your academic advisor to confirm that you will complete your degree requirements on schedule. You should be graduating at the end of the current semester to apply for Post-Completion OPT.
2. **Complete the OPT Request Form, Paper I-765 form, and gather your application materials.** The I-765 form should be marked with the proper eligibility code at item 20: (c)(3)(B) for standard post-completion OPT.
3. **Schedule an appointment** with ISSS to review your documents.
4. ISSS will review your OPT application materials and will add an OPT Recommendation to your I-20. This endorsement will be printed on the 2nd page of your I-20. ISSS will notify you when your OPT I-20 is ready to pick up. This process typically takes around 3 business days. **YOU MUST HAVE AN I-20 UPDATED WITH THE OPT RECOMMENDATION BEFORE YOU CAN FILE YOUR APPLICATION ONLINE.**

## Part 2: File your OPT application online

1. <https://www.uscis.gov/i-765>
2. Click “File Online”
3. Click “Create an Account”. Enter your email address. You will receive an email to verify your email address, after which you can enter your information to create your account.
4. After creating your account, click “My USCIS”
5. Account type: Click “I am an applicant, petitioner, or requestor”
6. Select “File a form online” and choose “I-765, Application for Employment Authorization” and click “Start Form”
7. Basis of Eligibility: Select c (3) (B) Student Post Completion OPT
8. Reason for Applying: Select Initial Permission to Accept Employment
9. Complete the About You section with your personal information
10. In the Evidence section, you will upload your supporting documents:
    1. 2 x 2 photo: You must upload a recent passport-sized photo of yourself. You can obtain a passport-sized photo that meets the requirements in the photo section at WalMart, CVS, Walgreens, or Kinkos. The photo upload requires a JPG, JPEG, or PNG. You can take a photo of your 2 x 2 photo and upload the file.
    2. Form I-94: You can get your most recent I-94 here: <https://i94.cbp.dhs.gov/I94>
    3. Employment Authorization Document: If you have previously been authorized for OPT, upload a copy of your EAD card here. If not, upload a copy of the **ID page of your passport** and your **visa**.
    4. Previously authorized CPT or OPT: If you have previously had OPT or CPT, upload a copy of the I-20 with the authorization printed on page 2.
    5. Form I-20: Upload your most recent I-20 **with the ISSS Office Recommendation for OPT**
11. Carefully review your application, electronically sign, and follow the instructions to pay the $410 application fee by credit card through pay.gov
12. Print a copy of your completed I-765 form for your records

# OPT Information Form

This form is for ISSS instruction only. It will not be sent to USCIS.

## Personal Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ G#:

Major(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Graduation Date:

Have you applied for OPT before? Yes No

If yes, please list dates of authorization:

Have you been authorized for **full-time** CPT? Yes No

If yes, please list dates of authorization:

## Contact Information

Expected address after graduation:

Street address:

City: State: Zip Code:

Geneseo Email Address: @geneseo.edu

Non-Geneseo Email Address (required):

Phone Number:

## OPT Card Instructions

Requested OPT Start Date (Must be within 60 days of Graduation Date):

* I would like my OPT card to be mailed to ISSS and for ISSS to contact me when my card arrives

**\*\*\*\*\*\*OR\*\*\*\*\*\***

* I know my address after graduation and would prefer that my OPT card be mailed to me directly

## Acknowledgement

*I have read and understand the OPT regulations. I am aware of my OPT Portal reporting obligations.*

Signature Date

# Reporting Requirements

After you OPT is approved, you will receive an email from SEVIS instructing you to activate your SEVIS Portal.

You should follow the link in the email to activate your account. Your SEVIS Portal account will allow you to update your personal information (including your new address after graduation). You will also use your Portal to enter your employer information including:

* How is your employment related to your degree/academic program?
* Start date
* Is it full time / part time?
* Your title
* Employer or Company Name and Address
* Your supervisor’s name and contact information

**You are responsible for updating your portal and entering your employer’s details.** Failure to do so can cause you to inadvertently accrue unemployment days. You are allotted only 90 days of unemployment during your 12 months of OPT. Accruing more than 90 days of unemployment can lead to loss of your remaining OPT and loss of your legal F1 status. It is very important to update your employer information so that you do not accidentally exceed your unemployment time allotment!!

If you do not receive the email to activate your SEVIS portal, or if you are having trouble updating your portal with your employer information, the ISSS Office can assist you. We can verify your email address, reset and resend your portal link, and we can update your employer details for you if needed.

## Important Reminders:

* Employment must be in your field of study.
* Employment must be at least 20 hours per week.
* Employment can be paid, unpaid, self-employment, or can be comprised of multiple jobs.
* A maximum accrual of 90 days of unemployment is allowed during your 12 month OPT period.
* **You are responsible for updating your OPT Portal with your employment details.**
* If you move, change jobs, or have any other updates you should update your portal within 10 days.
* While on OPT you are still an F1 visa holder. The ISSS Office are still your official advisors.
* If you travel outside the U.S. during OPT, you should carry the following:
  + Your current I-20 with OPT recommendation
  + Your I-20 should have a travel signature on page 2 that is less than one year old
  + Your valid and active OPT card; We do not recommend travel before your OPT start date
  + A letter from your employer