# 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.
* 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)).
* Completed form G-1145
* Two passport-sized color photos (2 inches x 2 inches)
* A check or money order for $550. Checks should be made out to “U.S. Department of Homeland Security”. Payment can be made online with form G-1450. Be sure to print a receipt to submit with your application if paid online.
* 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 I-765 form, G-1145 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. The ISSS adviser 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.

## Part 2: Mail your OPT Application to USCIS

You are responsible for mailing your OPT Application Materials to USCIS. All documents should be mailed together in one envelope. The application packet can be mailed by USPS or by courier service (FedEx, UPS, DHL, etc.) Courier is strongly recommended.

Your OPT Application Documents must be received by USCIS no more than 30 days after the OPT recommendation is added to your I-20 by ISSS (for reference, this date will be the date the I-20 is issued and dated).

### USCIS Lockbox Mailing Addresses

USCIS Chicago Lockbox

**U.S. Postal Service (USPS):**

USCIS  
PO Box 805373  
Chicago, IL 60680

**FedEx, UPS, and DHL deliveries:**

USCIS  
Attn: I-765 C03  
131 South Dearborn - 3rd Floor  
Chicago, IL 60603-5517

# 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

Signature Date