OFFICE OF GLOBAL ENGAGEMENT
Application for Optional Practical Training (OPT)

OPT program allows qualifying students hands on experience complementary to their major area of study. Students may take advantage of OPT for a maximum of 12 months cumulatively.

Please be advised:

- OPT must be directly related to student’s major area of study
- OPT may not exceed 12 months of Full-Time work. Part-Time OPT will accumulate at a 50% rate, where 6 months of Part-Time OPT is equivalent to 3 months of available OPT
- Students MUST find employment within 90 days of being approved for OPT to maintain legal status
- Students may begin their employment only after they receive an approved EAD card.

Types of OPT

Pre-Completion OPT
- Student must have completed at least 1 Full Time academic year of study
- Student must be in status
- OPT must be directly related to student’s major area of study
- Student must work Part Time while school is in session
- Student may work Full Time when school is not in session

Note: All periods of Pre-Completion OPT will be deducted from the available Post-Completion OPT

Post-Completion OPT
- Student must have completed his/her degree of study
- OPT must be directly related to student’s major area of study
- If a student decides to use all 12 months of OPT on Post-completion he/she must use them all at once, not in separate periods of time
When to Apply:

Pre-Completion

- Students may apply as early as 90 days before being enrolled at RSC Full Time for one academic year, as long as OPT employment start date is after the one full time academic year requirement
- If one full time academic year requirement has been met students may apply 120 days before requested OPT start date

Post-Completion

- Students may apply as early as 90 days before their program’s end date indicated on the student’s I-20
- Students who have completed their degree programs may apply up to 60 days after their program end date (during the grace period)

Application Process:

1. Complete OPT Request Form
2. Complete Form I-765 (Consult with the DSO prior to filing)
   - Pre-Completion OPT (c) (3) (A) under Item 16
   - Post-Completion OPT (c) (3) (B) under Item 16
   - 17 month STEM extension (c) (3) (C) under section 16
     - Print legibly in blue ink
     - Check off “I am applying for” section of EAD
     - Remember to sign in blue ink within the designated box
3. I-765 Application Fee of $380 (check or money order only) payable to the U.S. Department of Homeland Security
4. Provide immigration documents:
   - Photocopy of passport (photo page, visa page, renewal page if original has expired, and pages showing amendments such as name changes, corrections etc.)
   - Two US passport-style photos
   - Photocopy of current Form I-94 (front and back)
   - Photocopy of pages 1 and 3 of all previous and current I-20s, including a copy of the new OPT I-20
   - Photocopy of any previously issued EAD’s
Office of Global Engagement will review your application and if all forms are filled out correctly and you qualify we will issue a new Form I-20. You must sign the new Form I-20. Office of Global Engagement will then send your EAD application for processing.

**Remember:** Generally USCIS will require 90 days to process your EAD request and send your Employment Authorization Card to the Office of Global Engagement. Please schedule beginning and ending OPT dates accordingly and remember that you may not begin your OPT work until you receive the EAD card.

**Social Security Card**

If you are participating in a paid OPT, you must apply for a Social Security Card.

**Travel:**

If you have been approved for OPT employment but do not yet have a written job offer you cannot travel outside of the U.S.

**Important Information:**

During Post-Completion OPT your F-1 depends directly upon your employment. Therefore you cannot accrue a combined total of 90 days of unemployment during your authorized Post-Completion OPT. When your Post-Completion OPT ends you must apply for a STEM OPT Extension; Change Education levels or leave the U.S.

**OPT Termination:**

Your OPT ends when:

- You transfer to another school
- You enroll into a new degree program
- Your EAD expires
- You change to a new immigration status
- Your STEM OPT Extension is denied

**Remember:** You must report to the Office of Global Engagement within 5 days of receiving a job offer; report the status of your employment every 90 days; within 10 days report changes to your name, address or employment information; report any requests for change of status.
Optional Practical Training (OPT) is temporary employment that is directly related to an F-1 student’s major area of study. Please fill out all sections of this form. Incomplete requests will not be processed.

**REQUEST**

**To Be Completed By Student**

Name: ________________________________________________________________________

(last)                                                   (first)

Z number: __________________________ Phone #:___________________________________

E-Mail: _______________________________________________________________________

I, _______________________________________, am applying for:

☐ Pre-Completion OPT

☐ Part Time (no more than 20 hours per week)       ☐ Full Time

Proposed OPT Start Date: Month _______ Date _______ Year _______

OPT End Date: Month _______ Date _______ Year _______

☐ Post-Completion OPT

Proposed OPT Start Date: Month _______ Date _______ Year _______

OPT End Date: Month _______ Date _______ Year _______
If applicable: list all periods of authorized Practical Training, including Curricular Practical Training (CPT) and Optional Practical Training (OPT). Attach separate sheet if necessary:

☐ Previous OPT #1
☐ Full Time ☐ Part Time Start Date: Month _______ Date _______ Year _______
   End Date: Month _______ Date _______ Year _______
   Year of Study: ____________________________

☐ Previous CPT #1
☐ Full Time ☐ Part Time Start Date: Month _______ Date _______ Year _______
   End Date: Month _______ Date _______ Year _______

I have read and understood the OPT application requirements and attest to the validity and accuracy of the information listed above.

Student’s Name (please print): ____________________________________________

Student Signature: ____________________________ Date: ________________

FOR OFFICE USE ONLY
☐ APPROVED ☐ DENIED
Signature: ____________________________ Date: ____________________________