



## Post-Completion OPT (Optional Practical Training After Graduation)

### General Information

Optional practical training is one type of work permission available for eligible F-1 students. It allows students to get real-world work experience related to their field of study for 12 months after graduation.

While a Designated School Official (DSO) recommends OPT in SEVIS, it is the student who must apply for the work permit with the U.S. Citizenship and Immigration Service (USCIS). If the OPT is approved, USCIS will issue an Employment Authorization Document (EAD). The student **must not** begin working before the start date on the EAD.

**Post-Completion OPT** is any portion of OPT used *after* the student's Program End Date on the I-20. It must be at least 20 hours per week or full-time.

It is possible for students who majored in designated Science, Technology, Engineering, and Math (STEM) degrees to apply for a 24 month extension of OPT.

USCIS may require that you appear for an interview or provide biometrics (fingerprints, photograph, and/or signature) at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application, petition, or request. After USCIS receives your application and ensures it is complete, we will inform you in writing if you need to attend a biometric services appointment.

### Eligibility

A student is eligible for post-completion OPT if:

- \* The student has been a full-time student for one academic year in an SEVP-certified institution of higher education.
- \* The student's proposed employment relates to the student's major area of study.
- \* The student has not used all optional practical training available at the current level of study.
- \* The student has not been authorized for 12 months or more of Curricular Practical Training (CPT)

### Process to Apply

1. Begin the process **at least 90 days before your proposed start date of work, (which should be decided in consultation with the PDSO/DSO) but not more than 60 days following the Program End Date on your I-20.**
2. Complete an OPT Recommendation Request Form and have your Academic Advisor sign it to confirm your graduation date.
3. Submit the OPT Recommendation Request Form to the International Center Please allow up to 3 business days for processing. You will receive an e-mail when your new I-20 is ready. Make an appointment with Doni Casula or Maxime Mad-Toingue to pick up your new I-20 with the OPT Recommendation from the PDSO/DSO. Sign and date it. Go over the online filing of the I-765 during the appointment. Bring all of the documents below to the appointment for review OR Email all documents as one PDF to your International Student Adviser for review. Once reviewed, we will issue you the I-20 for Optional Practical Training so you can file your I-765 with USCIS.
4. File form I-765 online at <https://www.uscis.gov/i-765> with the fee of \$410 within 30 days of the OPT recommendation. Don't wait! You will need to upload the following with your I-765:
  - Your most recent I-94 printed from <https://i94.cbp.dhs.gov/i94/#/home>.
  - A copy (front and back) of any Employment Authorization Documents (EADs) issued to you in the past.
  - A recent color passport photo (many stores, including Walmart, offer this service)
  - A copy of the identification page in your passport.

**\*\*Please note:** Make sure to use the address where you will be living and receiving mail at the time you expect your OPT approved for the I-765 application. USCIS normally takes about 90 days to process the I-765 for F-1 students an issue an EAD.

**You will receive information about SEVIS compliance while on OPT with your new I-20. Your SEVIS record will remain with and be maintained by BHCC during your period of authorized OPT.**



## REPORTING OBLIGATIONS DURING OPTIONAL PRACTICAL TRAINING

F-1 OPT regulations require students on Post-Completion Optional Practical Training to report to the International Center any of the following changes within 10 days, you must also update your SEVP Portal:

- ⇒ Change of name
- ⇒ Change of your mailing address
- ⇒ Change of the email address
- ⇒ Change of phone number

You will be required to create a SEVP Portal and report OPT Employer Information:  
This is your responsibility.

- The name and address of all OPT employer(s)
- Beginning and end date of any employment
- Name of the employer and mailing address
- Supervisors contact information
- Type of employment (self-employed or not)
- Number of hours you work: full time (at least 20+ hours) or part time (20 hours or less)
- How your employment is related to your major

**If you need your SEVP OPT Portal Reset, please email your International Student Adviser for a Portal Reset**

You must notify the International Center if you:

- End employment and leave the United States
- Change of visa status (provide approval notice)
- Transfer or start of the new program of study



## BHCC OPT APPLICATION

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Have you previously been granted work authorization (OPT or CPT)?  
If yes, what are the dates? \_\_\_\_\_ Full-time or Part-time? \_\_\_\_\_

I am applying for: \_\_\_\_\_ Pre-Completion OPT (c)(3)(A) \_\_\_\_\_ Post-Completion OPT (c)(3)(B)

Requesting OPT Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

E-Mail Address you will be checking while on OPT: \_\_\_\_\_

Academic Advisor Confirmation of Graduation Date:

Month/Year of Graduation: \_\_\_\_\_ Advisor Name (Printed): \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

You may submit a paper application by mail to USCIS or you may submit your I-765 application online (recommended) <https://www.uscis.gov/i-765>.

### Required Documents:

- Completed I-765: Application for Employment Authorization- Read all instructions thoroughly <https://www.uscis.gov/i-765>
- Copy of your Passport Identification Page
- Copy of all previous I-20s, including those that have CPT or OPT indicated
- I-94 (<https://i94.cbp.dhs.gov/I94>)
- U.S. Passport-Style photo (If filing online, the system will let you know whether the photo is acceptable.
- Credit or Debit Card for Payment of \$410.00 to USCIS

### Paper Application:

\$410.00 I-765 Fee: Either Check or money order payable to "U.S. Department of Homeland Security" or by credit card using form G-1450 available at <https://www.uscis.gov/g-1450>

OPTIONAL: G-1145 (will provide you with Electronic notification of the status of your application; can be accessed via <https://www.uscis.gov/i765>)

### Online application:

DO NOT Pay the \$410 fee until we review your application and issue you an I-20 for OPT

**Email all documents as one PDF to your International Student Adviser for review. Once reviewed, we will issue you the I-20 for Optional Practical Training so you can file your I-765 with USCIS.**