



# FERRIS STATE UNIVERSITY

OFFICE OF INTERNATIONAL EDUCATION

## Post-Completion Optional Practical Training (OPT) Application Checklist

- Request Form (completed with your academic advisor)
- OPT Delivery Form
- I-765 Form completed (download from USCIS for the latest version)
- Check or Money Order for \$410 made out to “U.S. Citizenship & Immigration Services”
- Copies of all past I-20’s issued with current SEVIS number
- Copies of BOTH sides of I-94 card or electronic copy printed from <https://i94.cbp.dhs.gov/>
- Copy of visa (not applicable for Canadian students)
- Copies of passport identification page(s)
- Official Academic Transcript (can be obtained at Timme Center)
- Two Passport Photos (can be obtained from Walgreens or Walmart)

Immigration defines practical training as employment which is directly related to your degree, but which is not a part of your academic curriculum. Post-completion OPT may be approved for the period after you complete your program. A maximum of 12 months of OPT may be authorized per degree level (eg. Associate, Bachelor’s, Master’s, etc.).

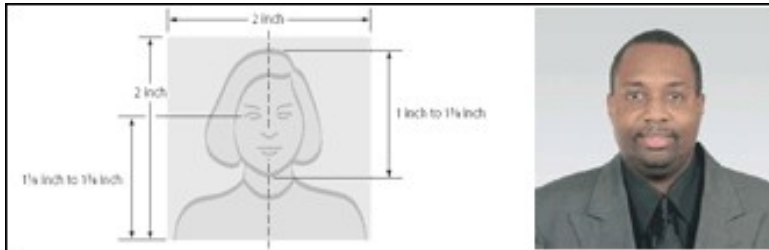
To qualify for Post-Completion OPT, you must meet **ALL** of the following requirements. No exceptions can be made.

- You must have been enrolled full time in F-1 status for at least one academic year and maintained your immigration status.
- You must apply for a job that will begin after you finish a degree.
- You must have a passport valid for at least six months into the future.

To receive approval for OPT please present all of the following items to the Office of International Education. Be sure not **TO LEAVE ANY BLANK SPACES ON YOUR PAPERWORK**. If something does not apply to you please write “N/A” (not-applicable)

- **Request for Practical Training Form** -This must be filled out and signed by you and your Academic Advisor.
- **I-20s**-Please bring copies of **ALL-I-20** forms issued to you by any and all institutions.
- **I-765 Form**
- **Check/Money Order**-It should be made out to “U.S. Citizenship & Immigration Services” for \$410. If writing a personal check, applicant’s name must be printed on the check. Starter checks are not accepted and will be returned. Although personal checks are acceptable, money orders and cashier’s checks will speed up the process.

- **Two Pictures**—on the back, write your name and SEVIS ID number lightly with a ballpoint pen. Immigration will reject any pictures that do not meet the following requirements:
  - Frontal picture with full head
  - Height of head should be 1- 1 3/8 inches
  - Eyes should be between 1 1/8- 1 3/8 inches
  - No shadows, marks, splotches or discolorations
  - White or off-white background (not gray)



Once you have submitted ALL of these items, your application will be processed by the International Student Advisor, and if you meet all of the requirements, you will receive a new I-20 with the dates of requested authorization on the page 2. You will need to sign the new I-20 with an OPT request so that the completed application can be sent to immigration.

It is recommended that you complete this application process before your program end date on your I-20 to avoid significant delays and a shortening of OPT authorization. However, it is only possible for you to apply for post-completion OPT up to 60 days after your program end date on your I-20. This means that your application must be received by the government with 60 days of your program end date. You can submit your application 90 days prior to program end date.

If immigration grants the training, you will be sent an Employment Authorization Document (EAD), also known as an “OPT card,” which you must present to your employer to begin working.

The Office of International Education will contact you either by e-mail or by telephone when the EAD card arrives. The Office of International Education will not mail the EAD card to an address outside of the country. You should not leave the country while applying for OPT. Immigration may consider your leaving the country as evidence that you no longer wish to be considered for OPT.

**Beginning Work:** You may NOT begin work before your EAD card arrives. This application and approval process can take up to 3 to 4 months. Thus, it is important for you to plan ahead.

**Working Requirements:** To maintain your immigration status during post-completion OPT, you can only accrue a total of 90 days of unemployment. Hence, it is very important for you to notify the International Student Advisor of your employment status so that more days of unnecessary unemployment do not accrue. If you are unemployed, you must still be actively seeking employment. Unpaid employment such as volunteer work or internship experiences count towards your work requirement if the volunteer position is in your field of study. The paid and unpaid volunteer work must be at least 20 hours per week. You should be able to provide evidence from the employer that you worked at least 20 hours per week in case the Department of Homeland Security asks in the future.

**Traveling on OPT:** You **MUST** have your EAD card before leaving the United States if you wish to re-enter. Do not make travel plans until you are certain your OPT has been approved and you have received the card. Any time spent outside the country is counted as unemployment unless you are on authorized vacation or authorized work by your employer. Keep documentation backing up these authorizations.

**Travel Signature:** If you must leave the United States, your I-20 must have been signed within the last six months of the time of re-entry.

**Address and Employment Update Requirements:** Immigration regulations require those on OPT to notify the International Student Advisor of any address changes within 10 days of the change. You are also required to update the International Student Advisor with any changes in employment. This will be the official way to notify the government that you are employed. You can do this by corresponding to the International Student Advisor by e-mail, phone, mail, etc.

**Maintain Contact with the Office of International Education:** It is important to constantly check e-mail regularly in case any changes in Immigration Regulations occur. This is generally how our office can contact you with updated information that could have a substantial impact on your immigration status.

**School Transfer:** Your OPT becomes invalid if you transfer to a school different than the one on your OPT I-20. If you do not use your entire period of authorization, you must contact the immigration service center which has jurisdiction over the city in which you live. The International Student Advisor at your new school can help you with this process.

**Degree Seeking Status:** You may take one or two classes as a **NON-DEGREE** student while on OPT. Should you choose to become a degree-seeking student, your OPT will be cancelled.

**Possibility of OPT Extension:** Students with Bachelor's, Master's, or Doctorate degrees related to STEM degrees (Science, Technology, Engineering, and Mathematics) might qualify to apply for a OPT Extension provided that the student and employer meet certain requirements. For more information related to this, please check the OPT Extension Packet found on the Office of International Education's website and contact the International Student Advisor. You can apply for the OPT Extension only after you've received approval for your Post-completion OPT.

# ***Request for Optional Practical Training***

**COMPLETED BY STUDENT**

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

Ferris ID#: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

	Dates of Authorization	Full or Part Time
Previous <b>OPT</b> Authorization		
Previous <b>CPT</b> Authorization		

Confirmed date of graduation:  May  August  December of \_\_\_\_\_  
Year

Level of Study:  Associates  Bachelor's  Master's  Doctorate

Major: \_\_\_\_\_ 2<sup>nd</sup> Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Request OPT start date: \_\_\_\_\_ Request OPT End Date: \_\_\_\_\_

- If my OPT is approved, I understand that I am responsible for maintaining my F-1 status.
- I verify that I will notify the International Student Advisor (ISA) if my visa status changes or any other information needs to be updated.
- I understand that I cannot be enrolled in a clinical rotation, internship, practical experience, etc. while participating in Optional Practical Training.
- I authorize members of the International Office to open any correspondence from immigration regarding this application.
- I will also notify the Int'l Advisor when I obtain employment and any changes in employer thereafter.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

**COMPLETED BY ACADEMIC ADVISOR**

- To the best of my knowledge, this student is on track for graduation at the end of this semester.
- To the best of my knowledge, this student has completed all of his/her coursework or with only the Master's Project or dissertation remaining.
- To the best of my knowledge, this student is expected to graduate in
  - o Fall of 20 \_\_\_\_\_
  - o Spring of 20 \_\_\_\_\_
  - o Summer of 20 \_\_\_\_\_

I recommend that this student be authorized for Optional Practical Training.

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Advisor Name & Title

\_\_\_\_\_  
 E-mail

