

Optional Practical Training (OPT)

International Student & Scholar Services
Montclair State University

Outline

- What is OPT?
- Types of OPT
- Eligibility requirements
- Types of Employment allowed
- When can you apply for OPT?
- Application Process
- What happens next?
- Your responsibilities while on OPT
- Travel while on OPT

What is OPT?

- Temporary employment for practical training directly related to the student's major of study
- May be authorized up to 12 months of OPT per educational level
 - If a student begins a new academic program at a higher level, the student is eligible for another 12 months of OPT

Types of OPT

- Pre-completion OPT (before completion of studies)
- Post-completion OPT (after completion of studies)

Eligibility Requirements

Pre Completion OPT

- Limited to part-time only while school is in session
- Student still has coursework to complete
- For most students, Curricular Practical Training (CPT) is a better option

For more information, contact International Student & Scholar Services by email, intserv@montclair.edu to schedule an appointment

Post Completion OPT

- Be enrolled for at least one full academic year
- Be in valid F-1 status
- Be in good academic standing
- Seek employment in your major of study

Note:

You do not need to have a job offer to apply for OPT

Types of Employment allowed

OPT employment must be a minimum of 20 hours per week in a job that is related to your degree program.

- Paid employment
- Multiple employers
- Work for hire (commonly referred to as 1099 employment)
- Self employed business owner
- Employment through an agency
- Unpaid/volunteer work or unpaid interns (this must not violate any labor laws)

When can you apply for OPT?

Application timeline

- The earliest you can apply for OPT is 90 days before the program completion date (last day of classes)
- OPT start date must be within your 60 day grace period after the program completion date

Example:

If you complete studies on May 09, 2018:

- You can choose OPT start date as early as May 10, 2018
- You can choose OPT start date as late as July 08, 2018
- End date will be one year from your start date (i.e. a June 1st start date will have a May 31st end date)

Application Process

- Request an OPT I-20
 - At least 10 business days processing time
- Pick up OPT I-20 from ISSS
- Mail your application materials to USCIS
 - After USCIS receives your application, allow approximately 90 days for processing. This process may take longer
- Receive the Employment Authorization Document (EAD)


Note:

Once USCIS receives the OPT application, it is not possible to change the requested start and end dates

Request OPT I-20

- Complete the online [OPT I-20 Request Form](#)
- Upload the completed OPT Advisor Recommendation Form to the online application
- Upload the completed [I-765 Form](#) to the online application

OPT I-20 Request Form



MONTCLAIR STATE UNIVERSITY

Office of International Education & Global Engagement
International Student & Scholar Services
Phone: 973-655-6862
Email: intserv@montclair.edu

OPT I-20 Request Form

Documents required with the application (Make sure you have both documents completed and ready to upload in the application below before starting the online application)

- [OPT Advisor Recommendation Form](#)
- [I-765 Form](#) Type the form , print, sign in blue before uploading

Personal Information

Last Name *

First Name *

Campus ID (CWID) *

SEVIS ID *

Montclair Email Address *

Alternate Email Address *

Phone Number *
 - -
####

Current Address *

Street Address

Address Line 2

City State / Province / Region

Postal / Zip Code Country

Degree Level *
 Bachelor's
 Master's
 Doctorate
 Certificate
 Dual Degree

Major *

Are you currently a Graduate Assistant on campus? *

If yes, what department is your Graduate Assistantship in?

Type of OPT you are requesting *

OPT Start Date *
 / /
MM DD YYYY

OPT End Date *
 / /
MM DD YYYY

Have you applied for OPT before? *

If yes, at what Educational Level did you receive OPT?
 Bachelor's
 Master's
 PhD

I attended the mandatory OPT workshop on
 / /
MM DD YYYY

Documents to Upload

Copy of OPT Recommendation *
 Choose File No file chosen

Copy of the completed Form I-765 *
 Choose File No file chosen

Receiving your I-20

I will pick up my I-20
 Send by regular mail to my address listed above
 Express Shipping (FedEx, UPS, DHL).

Comments

By submitting the form, I confirm: (check all) *

I understand OPT restricts me to employment in my field of study
 I have attended an OPT workshop
 I take personal responsibility to understand and adhere to the OPT regulations and restrictions

Submit this form

OPT Advisor Recommendation Form



Office of International Engagement
International Student & Scholar Services
Phone: 973-655-6862
Email: intserv@montclair.edu

Optional Practical Training (OPT) Recommendation Form

This form is required only if you are applying for post-completion OPT

To Be Completed by Student

Family Name: _____ Given Name: _____
Campus ID: _____ SEVIS ID: _____

To Be Completed by Academic Advisor or Authorized Department Personnel

The above-named student is applying for permission to engage in employment for Optional Practical Training (OPT) as provided in the immigration regulations for F-1 students. OPT is employment in a job related to the student's field of study and is intended to enhance and supplement the formal, classroom education.


International Student & Scholar Services (IS&SS) must have a statement from the student's academic advisor indicating the date the student is expected to complete all degree requirements or the expected date of completion.

Please check the following two statements for accuracy:

- The student is in good academic standing and is making normal progress toward degree completion
- The student is expected to complete his/her degree requirements (e.g. last course, thesis/dissertation) by _____ Mm/Id/yyyy

Advisor Name: _____ Title: _____
Department: _____ School: _____
Email: _____ Extension: _____
Signature: _____ Date: _____

I-765 Form



Application For Employment Authorization
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 02/28/2018

For USCIS Use Only	Fee Stamp	Action Block	Initial Receipt	Resubmitted	
				Reissued	
				Received	Sent
				Completed	
<input type="checkbox"/> Application Approved <input type="checkbox"/> Authorization/Extension Valid From _____ <input type="checkbox"/> Authorization/Extension Valid To _____ Subject to the following conditions: _____			<input type="checkbox"/> Application Denied - Failed to establish: <input type="checkbox"/> Eligibility under 8 CFR 274a.12 (a) or (c) <input type="checkbox"/> Economic necessity under 8 CFR 274a.12(c)(4), (5) and 8 CFR 274.2(f) <input type="checkbox"/> Applicant is filing under section 274a.12.		
			Approved	Denied	

▶ **START HERE - Type or print in black ink.**

I am applying for:

- Permission to accept employment.
- Replacement (of lost employment authorization document).
- Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. **Full Name**
Family Name First Name Middle Name

2. **Other Names Used (include Maiden Name)**
Family Name First Name Middle Name

3. **U.S. Mailing Address**
Street Number and Name Apt. Number
Town or City State ZIP Code

4. **Country of Citizenship or Nationality**

5. **Place of Birth**
Town or City State/Province Country

6. **Date of Birth (mm/dd/yyyy)**

7. **Gender** Male Female

8. **Marital Status**
 Single Married Divorced Widowed

9. **Social Security Number** (Include all numbers you have ever used, if any)

10. **Alien Registration Number (A-Number) or Form I-94 Number** (if any)

11. **Have you ever before applied for employment authorization from USCIS?**

Yes (Complete the following questions.)
Which USCIS Office? Dates
Results (Granted or Denied - attach all documentation)
 No (Proceed to Question 12.)

12. **Date of Last Entry into the U.S., on or about** (mm/dd/yyyy)

13. **Place of Last Entry into the U.S.**

14. **Status at Last Entry** (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

15. **Current Immigration Status** (Visitor, Student, etc.)

16. **Eligibility Category.** Go to the "Who May File Form I-765" section of the instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.

- Complete the form by typing answers into the PDF form
- **Do not** handwrite the information on the form
- Answer all questions fully and accurately. State that an item is not applicable with "N/A". If the answer is none, write "None"
- Once complete, print the form single sided, sign and date in **blue ink**

10. Type your I-94 number
<https://i94.cbp.dhs.gov/i94/#/home>

15. Student

16. Post completion OPT (c) (3) (B)

I-765 Form

17. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in **Question 16** above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree Employer's Name as listed in E-Verify

Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

18. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in **Question 16** above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

19. (c)(35) and (c)(36) Eligibility Category

a. If you entered the eligibility category (c)(35) or (c)(36) in **Question 16** above, please provide the receipt number of the Form I-140 beneficiary's Form I-797 Notice of Approval for Form I-140.

b. Have you **EVER** been arrested for and/or convicted of any crime? Yes No

NOTE: If you answered "Yes" to **Item Numbers 19.b.**, refer to **Item Number 5**, **Item H**, or **Item L** in the **Who May File Form I-765** section of these Instructions for information about providing court dispositions.

Certification

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765" section of the instructions and have identified the appropriate eligibility category in **Question 16**.

Applicant's Signature

Date of Signature (mm/dd/yyyy)

Telephone Number

Signature of Person Preparing Form, If Other Than Applicant

I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Preparer's Signature

Date of Signature (mm/dd/yyyy)

Printed Name

Address

17, 18, 19, leave blank

Certification:
Include date of Signature and telephone number
Print, sign in **Blue ink**

Do not complete this section

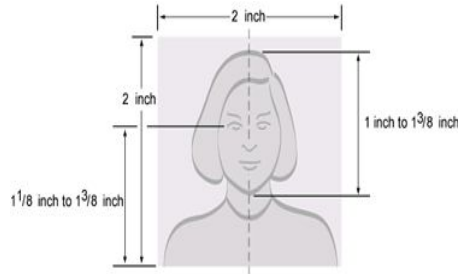
Prepare documents for mailing

- USCIS fee of \$410. Check made payable to “U.S. Department of Homeland Security
- Two color pictures passport style (with name and SEVIS ID written lightly in pencil on back of each photo)
- Form [G-1145](#). To confirm receipt and obtain case number in advance of paper notification(Optional but recommended)
- Form I-765. Typed and signed in blue ink
- Photocopy of OPT I-20 that was issued by International Student & Scholar Services within the last 30 days (page 1-3). Sign the I-20 in blue
- Photocopies of all previous I-20s issued by Montclair State and all other schools attended
- Photocopy of any previous EAD card if applicable
- Photocopy of passport biographical page
- Photocopy of paper form I-94 (both sides) or electronic I-94 record
- Photocopy of F-1 visa stamp or photocopy of change of status approval notice

*No documents for dependents
required*

Guidelines for Passport Style Pictures

- The photos required to use for OPT application must meet the specifications of U.S. Style passport photos. For full description visit the [U.S. Department of State](https://www.state.gov) website.
- The photos must be taken within 30 days of filing your application.
- The photos must be 2” by 2” in color against a plain white or off-white background



Mailing OPT Application

- Prior to mailing the application packet make copies of all the documents, including the check.
- Do not staple any documents

USCIS Mailing Addresses	
<u>Express Mail (Fedex, UPS)</u> USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067	<u>U.S. Postal Service Mail (choose priority mail option)</u> USCIS PO Box 660867 Dallas, TX 75266

What happens next?

- You will receive Receipt I-797 in the mail approximately 2 weeks after mailing
- If you submitted the form I-1145, then you should receive email/text earlier
- Using the receipt number you can check the status of your application at the [USCIS](#) website
- Once approved you will receive the Employment Authorization Document (EAD)
- **You cannot start working unless you have the actual EAD card in hand and until the approved start date listed on the card**

Your Responsibilities during OPT

1. Reporting Requirements
2. Employment Requirements
3. Traveling while on OPT
4. Applying for F-1 Visa while on OPT

Your Responsibilities during OPT

- Reporting Requirements

- You must report any changes to your employment, address, and/or name within 10 days.
- Complete the [OPT Student Report Form](#)

- Employment Requirements

- You must work a minimum of **20 hours per week** in a position related to your field of study
- You cannot exceed more than **90 days of unemployment** while on OPT.

Travel while on OPT

Traveling while on OPT

- Valid OPT I-20 which must be signed by an International Student Advisor
 - Complete the [Travel Signature Request Form](#)
- Valid Employment Authorization Document (EAD)
- Valid passport. Passport must be valid six months in advance of your return date
- Valid F-1 visa stamp in your passport
- Employment Confirmation Letter from employer

Note

Traveling outside the U.S. while OPT is pending is not recommended

Travel while OPT is pending

Travel after program completion, but before EAD is received:

- There is a higher risk associated with travel and return while your OPT application is pending. If there are problems with your application, you may not be able to respond to USCIS in a timely manner, which could delay processing
- If your OPT application is denied while outside the U.S., you will not be able to re-enter the U.S. in F-1 status

Applying for F-1 visa while on OPT

If you are traveling abroad and your F-1 visa has expired, you must obtain a new F-1 visa in your home country before returning to the U.S. For the visa interview take the following documents:

- Valid passport (must be valid six months in advance of your return to U.S.)
- Valid OPT I-20 with travel signature from the advisor at International Student & Scholar Services
- EAD Card
- Job offer/confirmation of job in your field of study
- Evidence of sufficient funds