OPT

OPT PACKET

- HERE IS THE PACKET THAT WE WILL BE REFERRING TO IN THIS POWERPOINT PRESENTATION. USE THIS PACKET TO FOLLOW ALONG WITH THE POWERPOINT PRESENTATION.

- **PLEASE READ THE ENTIRE PACKET. IT INCLUDES INSTRUCTIONS ON HOW TO COMPLETE EACH DOCUMENT AND IMPORTANT INFORMATION REGARDING OPT AFTER IT IS APPROVED.**

- OPT PACKET: HTTPS://WWW.SHU.EDU/INTERNATIONAL-PROGRAMS/UPLOAD/OPT-INSTRUCTION-PACKET.PDF

WHAT IS OPT?

- OPT STANDS FOR OPTIONAL PRACTICAL TRAINING. IT IS A TYPE OF TEMPORARY EMPLOYMENT THAT INTERNATIONAL STUDENTS CAN APPLY FOR THAT IS RELATED TO HIS OR HER FIELD OF STUDY.

- TO BE ELIGIBLE, YOU MUST HAVE BEEN ENROLLED IN FULL-TIME STATUS FOR AT LEAST 1 ACADEMIC YEAR.

- F-1 STUDENTS ARE ONLY ELIGIBLE FOR OPT ONCE PER EDUCATIONAL LEVEL.

- **PRE-OPT** – MAKE AN APPOINTMENT WITH THE OIP TO DISCUSS THIS EMPLOYMENT BENEFIT.

- **POST-OPT**

- **STEM EXTENSION**

IMPORTANT DATES AND TIMELINE

- IN TERMS OF OPT START DATES FOR POST-OPT, THE **EARLIEST** YOUR OPT CAN BEGIN IS THE DAY AFTER YOUR PROGRAM END DATE. AND THE **LATEST** IT CAN BE IS 60 DAYS AFTER YOUR PROGRAM END DATE.

- FOR STEM EXTENSIONS, THE START DAY WILL BE CONTINUOUS SO THAT YOU HAVE NO BREAK IN YOUR EMPLOYMENT.

PROCEDURES FOR APPLYING FOR POST OPT

- *STEP 1*
  - READ THROUGH THE ENTIRE APPLICATION PACKET BEFORE FILLING IT OUT TO UNDERSTAND THE APPLICATION PROCEDURE AND LENGTH OF TIME NEEDED TO MAXIMIZE YOUR WORKING BENEFIT.
- *STEP 2*
  - CHOOSE AN OPT START DATE BETWEEN THE DAY AFTER YOUR PROGRAM END DATE (LAST DAY OF FINAL) PLUS 60 DAYS. FOR EXAMPLE, IF YOUR LAST FINAL IS DECEMBER 18, YOU CAN CHOOSE A START DATE FROM DECEMBER 19-FEBRUARY 15.
  - ONCE YOU SUBMIT YOUR COMPLETED ACADEMIC ADVISOR'S RECOMMENDATION FORM TO OIP, WE WILL GENERATE AN OPT I-20.
- *STEP 3*
  - IT WILL TAKE 5-7 BUSINESS DAYS FOR THE NEW I-20 TO BE PROCESSED AND OIP WILL CONTACT YOU TO PICK UP THE I-20.
  - **ONCE YOUR NEW OPT I-20 IS CREATED BY YOUR ADVISOR, YOU HAVE 30 DAYS FOR USCIS TO RECEIVE YOUR APPLICATION**
  - PLEASE USE THE DOCUMENT CHECKLIST BELOW TO GATHER REQUIRED DOCUMENTS FOR MAILING.

DOCUMENT CHECKLIST

- THE FOLLOWING DOCUMENTS ARE NEEDED TO APPLY FOR OPT
- ACADEMIC ADVISOR'S RECOMMENDATION FORM
- FORM G-1145 (AVAILABLE AT HTTPS://WWW.USCIS.GOV/G-1145)
- FORM I-765 (AVAILABLE AT HTTPS://WWW.USCIS.GOV/I-765)
    - QUESTION 20, OPT CODES:
        - PRE-COMPLETION – (C) (3) (A); (WORKING BEFORE GRADUATION)
        - POST-COMPLETION – (C) (3) (B); (WORKING AFTER GRADUATION)
        - STEM EXTENSION – (C) (3) (C); (ONLY FOR STUDENTS EXTENDING THEIR OPT WHOSE DEGREE FALL UNDER THE SCIENCES, TECHNOLOGY, ENGINEERING, AND MATHEMATICS.)
- I-94 ADMISSION NUMBER (CAN BE RETRIEVED AT HTTPS://I94.CBP.DHS.GOV)

- PASSPORT WITH VISA PAGE (IF YOU HAVE AN F1 STUDENT VISA IN YOUR PASSPORT)
- PAYMENT (CHECK, MONEY ORDER, OR CREDIT/DEBIT CARD)
    - FOR CARD PAYMENTS, YOU MUST COMPLETE THE G-1450 FORM, FOUND HERE: HTTPS://WWW.USCIS.GOV/G-1450
    - IF YOU PAY BY CHECK OR MONEY ORDER, IT MUST BE FOR **$410.00** MADE PAYABLE TO *"U.S. DEPARTMENT OF HOMELAND SECURITY"*- THE CHECK OR MONEY ORDER HAS TO BE WRITTEN **EXACTLY** LIKE THIS OR THEY WILL RETURN YOUR APPLICATION.
    - FUNDS MUST BE DRAWN FROM A US BANK AND BE IN USD; * APPLICATION FEE IS SUBJECT TO CHANGE
- TWO PASSPORT PHOTOS (CAREFULLY READ THE REQUIRED MEASUREMENTS FOR THE PICTURES; IF TOO LARGE USCIS WILL RETURN THE APPLICATION)
- OPT START DATE

HOW TO MAIL YOUR APPLICATION

- WE RECOMMEND MAILING YOUR APPLICATION BY DOING THE FOLLOWING
    - US POSTAL SERVICE, CERTIFIED MAIL, RETURN RECEIPT REQUESTED

- PLEASE READ CAREFULLY THE MAILING FORMATS BELOW FOR EACH RESPECTIVE MAIL SERVICE

- **US POSTAL SERVICE MAIL**:
    - USCIS
      PO BOX 660867
      DALLAS, TX 75266

- **EXPRESS MAIL FOR FEDEX, DHL, & UPS**
    - USCIS, ATTN: AOS

      2501 S. STATE HWY, 121-BUSINESS SUITE 400

      LEWISVILLE, TX 75067

PLEASE REFER TO OPT PACKET FOR INSTRUCTIONS ON HOW TO COMPLETE DOCUMENT CHECKLIST.