



Office of International Programs

400 South Orange Ave.,

South Orange, NJ 07079

Phone: (973) 761-9072; Fax: (973) 275-2383

Email: oip@shu.edu

Optional Practical Training (OPT) Application

Students applying for pre- or post-completion Optional Practical Training (OPT) may use this packet in order to understand the application procedure and length of time needed to maximize your working benefit. The following items are included in this packet:

- 1) Application Procedure and Checklist
- 2) Academic Advisor's Recommendation Form (only for Post-completion OPT)
- 3) Declaration of OPT Reporting Requirements
- 4) Information about Application Items
- 5) Tips for Completing Form I-765
- 6) Important Information to Remember While on OPT

These are general guidelines and not legal advice. For specific questions about the application, please contact an immigration lawyer.

Government guidelines are subject to change at any time. It is the student's responsibility to check the USCIS website for the most updated information.



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Procedures and Checklist

Step One

- **Read through the entire application.** Understand the application procedure and length of time needed to maximize your working benefit.

Step Two

- **Choose an OPT start date.** The earliest date can be the day after your I-20 end date (last day of finals). The latest date you can choose is 60 days from your I-20 end date. For example, if the last day of your I-20 is December 18, you can choose any start date from December 19- February 18.

Step Three

- **Submit 2 Forms to OIP:** Academic Advisor's Form and Declaration of OPT Reporting Requirements Form to OIP

Step Four

- **OIP will Create an OPT I-20.** It will take 5-7 business days for the new I-20 to be processed.

Step Five

- **Prepare your OPT package to USCIS.** While waiting for your OPT I-20, collect the items below for your package to USCIS

Once you are recommended for OPT in SEVIS, you have 30 days for USCIS to receive your application

DOCUMENT CHECKLIST- these items are for you to mail to USCIS once your new I-20 with OPT request has been created

- 1 Form G-1145 (available at <http://www.uscis.gov/g-1145>)
- 2 Form I-765 (available at <http://www.uscis.gov/i-765>)
* Question 27, OPT Codes:
Pre-Completion – (C)(3)(A); (working before graduation)
Post-Completion – (C)(3)(B); (working after graduation)
- 3 I-94 Admission number (can be retrieved at <https://i94.cbp.dhs.gov>)
- 4 Copy of Passport with Visa page (if you have F1 student visa in your passport)
- 5 If you changed your status to F1 in the U.S., submit a copy of the approval notice - Form I-797 Notice of Action
- 6 Filing Fee: 3 options: Check, Money order, or Credit/Debit Card (for card, must complete G-1450, found here: <https://www.uscis.gov/g-1450>)
If you will pay by Check or Money Order, it must be for the exact amount - \$410.00 (as of 09/29/2020 - please check again) 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*
- 7 Two passport photos
Carefully read the required measurements for the pictures below, if too large USCIS will return the application
7. Copy of new I-20 with OPT request and signed by student. (OIP will create this I-20)

HOW TO MAIL YOUR APPLICATION – Don't forget a tracking number!

- We recommend US Postal Service with Certified Mail and Return Receipt Requested.
- However you send your application, you must have a tracking number! This is your proof of timely filing.
- Please check the USCIS website for any updates to mailing addresses

Address For U.S Postal Service (USPS):

USCIS
P.O. Box 805373
Chicago, IL 60680

Address For FedEx, UPS, and DHL:

USCIS
Attn: I-765 C03
131 South Dearborn – 3rd Floor
Chicago, IL 60603-5517



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ACADEMIC ADVISOR'S RECOMMENDATION FORM

An F-1 student studying at a college, university, conservatory, or seminary may qualify for optional practical training, commonly called OPT, which allows the student to engage in temporary employment to gain practical experience in his or her field of study.

THIS SECTION TO BE FILLED OUT BY THE STUDENT

ID Number: _____
 Student First Name: _____ Last Name: _____
 Phone: _____ Email: _____
 Primary/Secondary Major _____
 Requested OPT Start Date _____ (choose a date between the day after last day of finals for the semester + 60 days)

Release of Responsibility for Optional Practical Training - Please note that Seton Hall University is not responsible for the approval of this OPT application with USCIS, nor is the Office of International Programs. The Office of International Programs will help with the process, advise you of related F-1 regulations, and provide you with an I-20. The student is responsible for mailing out the completed application within required timelines.

 (Student's signature) (Date)

THIS SECTION TO BE FILLED OUT BY ACADEMIC ADVISOR

As part of the application for OPT, advisors need to confirm the student's expected date of graduation in writing. When do you anticipate this student completing his/her studies at Seton Hall University?

Academic Advisor for Primary Major Information (required)			
Semester and year student will graduate: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 20_____			
For summer session only: indicate the final day of classes for the student's program: ____/____/____			
Printed name:	Ext.:	Name of Department:	
Signature:			Date:

Academic Advisor for Secondary Major Information (if applicable)			
Semester and year student will graduate: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 20_____			
For summer session only: indicate the final day of classes for the student's program: ____/____/____			
Printed name:	Ext.:	Name of Department:	
Signature:			Date:



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Declaration of OPT Reporting Requirements

Please sign below to acknowledge that you have the following responsibilities during the application and employment authorization period for OPT:

1. It is my responsibility to check the USCIS website for the most updated information regarding the application process (fee, mailing address, I-765 form version, etc.)
2. I understand that guidance from OIP does not constitute as legal advice.
3. I am aware that it is my obligation to report changes in employment information (including periods of unemployment) and changes in my address via the SEVP student portal account.
4. I understand that I will receive an email to my personal email address from SEVP with instructions for registering for the SEVP student portal account. If I do not receive this email after my OPT is approved, I will contact the Office of International Programs.

My personal email address is: _____

Name: _____

Signature: _____

Date(Month/Day/Year): _____

Information about Application Items

APPLICATION	ITEM DESCRIPTION	HOW TO COMPLETE
1. G-1145 Form	When submitted with your OPT packet, this form allows USCIS to contact you with your EAC number by either email or text to let you know that your application has been received and the process started. If you need another one of these forms please go to http://www.uscis.gov/g-1145	Please fill out this form with your personal email address and a phone number that can receive texts.
2. I-765 Form	This is the actual application from USCIS to apply for work benefits. Go to: http://www.uscis.gov/i-765 Be sure to read any updates at top of page, often about updated versions, change in fee, etc.	Please type/write clearly, do not cross out or white out. Fill out this form completely and do not forget to sign! Make sure to send in all 7 pages to USCIS.
3. I-94 Admission Record	Tells USCIS your travel history and the last time you entered the United States.	Please go to https://i94.cbp.dhs.gov and enter your passport information and print out the most recent I-94. Students that changed to F1 status in the U.S. should attach a copy of the I-797 Approval Notice with I-94 section at bottom.
4. Passport and Visa Page	USCIS requires this information for the OPT process. It tells them that you have a valid passport, and you are on the F-1 Visa.	Make copies of these and include them in your packet. Students that changed to F1 status in the U.S. should attach a copy of the visa they used to enter the U.S. and a copy of the I-797 Approval Notice to F1
5. Check, Money Order, or Credit/Debit Card	As of 09/29/2020, the fee is \$410.00 fee. Please always check the latest fee amount on the USCIS page for the I-765 form.	<i>For Check/Money Order:</i> Must be written exactly like this: U.S. Department of Homeland Security. When writing the written amount on the check: Five Hundred and Fifty Dollars and 00/100. Funds must be in USD. <i>For Credit/Debit:</i> Please complete the G-1450 found at https://www.uscis.gov/g-1450
6. Two passport photos	These photos will be used to create your EAD card.	You must submit identical photos of yourself within 30 days of filing this application. The photos must have a white or off-white background, be printed on thin paper with a glossy finish and be unmounted and unretouched. The passport-style photos must be 2" by 2". The photos must be in color with full face frontal view. Head height should measure 1" to 1 3/8" from top to bottom of chin, and eye height between 1 1/8" and 1 3/8" from bottom of photo. Your head must be bare unless you are wearing a headdress as required by a religious order of which you are a member. Using pencil or pen, lightly print your name and I-94 number on back of photos.

Tips for Completing the Form I-765 for Employment Authorization

To best aid you in completing the Form I-765 for Employment Authorization we have suggested tips below. You will need your I-20's, Passport, Visa and I-94 to complete the form. All dates on the form are written 2-digit month, 2-digit day and 4-digit year (MM/DD/YYYY).

This document is for guidance ONLY. It is your responsibility to understand the complete instructions and where to file your I-765: <https://www.uscis.gov/i-765> . The Office of International Programs is not responsible for any missing or incomplete information.

Part 1	
1a.	Check if first time applying for Post Completion OPT
1c.	Check if applying STEM OPT
Part 2	Enter name, mailing, physical addresses, immigration information
5a through 5e	This is the address where USCIS will send your OPT Receipt, Approval and OPT card to be delivered.
6	Answer Yes or No
7a through 7d	Enter the address where you are physically residing at the time of filing if DIFFERENT than MAILING ADDRESS entered in number 5.
8	Enter the A-number if any. This number is typically issued to individuals who have applied for or been granted certain immigration benefits. If you have previously been issued an EAD the number can be found on the front of the card. For additional information please refer to the above link for I-765 instructions Page 16, Item Number 8.
9 through 12	Mark the appropriate boxes
13a through 15	Enter the appropriate boxes regarding issuance of a Social Security Number (SSN)
16a through 17b	If you are Requesting a Social Security Number (SSN) complete the required fields
18 through 25	Enter information from your Passport and I-94, Travel History
26	Enter your SEVIS ID number from the top Left-hand side of the I-20
27	<ul style="list-style-type: none"> • Post Completion OPT Enter: (c)(3)(b) • STEM OPT Enter: (c)(3) (c)
28a through 28c	STEM OPT ONLY: a. Enter title of Degree (ex. Masters in ComputerScience) b. Employer name listed in E-VERIFY c. Employer E-VERIFY number (This is NOT the EIN TAX NUMBER located on the I-983)
Part 3	
1a	Read the statement and select this box if you understand the terms.
1b or 2	Read the statement and complete the boxes if SOMEONE OTHER THAN YOU completed this form FOR YOU or you required a Language Interpreter's assistance.
3 through 6	Enter your Contact Information
7a through b	Sign in Blue Ink and Date the page
Part 4	ENTER if SOMEONE OTHER THAN YOU Completed this form FOR YOU or you required a Language Interpreter's assistance.

Part 5	ENTER if SOMEONE OTHER THAN YOU Completed this form FOR YOU or you required a Language Interpreter's assistance.
Part 6	
3d	<p>Post Completion OPT Applicants ONLY:</p> <p>The I-765 Instructions dictate that you must enter and provide evidence of the following:</p> <ul style="list-style-type: none"> • All SEVIS ID numbers used in the U.S. • All Previous Curricular Practical Training (CPT) authorizations • All Previous Optional Practical Training (OPT) authorizations <p>Evidence:</p> <ul style="list-style-type: none"> • Include copies all previous I-20 and previously issued EAD's <p>Example SEVIS Number: (SEVIS ID: N0000000000)</p> <p>Example CPT: (CPT 08/01/2018 to 12/19/2018 – Master's)</p> <p>Example OPT (OPT 05/18/2017 to 08/25/2017) – Bachelor's)</p>



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Important Information to Remember while on OPT

Mailing Instructions

- Mail your package as soon as possible after you pick up your OPT I-20 packet from OIP. **USCIS must receive it within 30 days of the date that your OPT I-20 was issued.** You may only use the **U.S. Postal Service (USPS)** to mail your package. The closest place to mail your package is on-campus at the mailroom in the basement of Mooney Hall. Please keep in mind that they only accept “Pirates Gold” or a personal check. **VERY IMPORTANT:** Please send your package with a tracking number!

Receipt Number

- When USCIS receives your packet, they inform you by either text, email, or both. Included in that email/text will be your EAC number, which you can use to check the status of your application on www.uscis.gov Once they receive your package, allow up to 45 days for the receipt number to be able to check the status of your case.

Create your SEVIS Portal Account and Continue to Update OIP

- Once you are approved by USCIS, you will receive an email requesting you to create an account through the SEVP Portal. **It is mandatory that you create your SEVIS Portal account and use this to update your employment information and address changes with 10 days of any change.** If you cannot find this email, we can resend it to your email, please contact the OIP.
- You can continue to notify our office of any changes within **10 days** that are not updated through the portal, for example:
 1. Phone Number
 2. Personal Email Address
 3. Name change
 4. Visa status
 5. Leaving U.S. before the end of OPT

Unemployment and Travel Considerations

- Whether or not you are working, the **1-year** work benefit of OPT continues.
- According to F1 regulations, you may only be unemployed for **90 days** throughout your OPT. These 90 days are continuous, and do not reset if you change jobs or lose employment. SEVP has begun terminating students over 90 days of unemployment.
- Due to COVID-19, you may use a part-time job/internship/volunteer opportunity (in your field of study) to fulfill the employment requirement.
- Please keep in mind that any travel is a risk. If your visa is no longer valid, then you will have to renew your visa before traveling back to the United States. There is a chance you could still be denied this visa, so please keep that in mind when traveling.
- If you decide to travel after applying for OPT and **it is after your I-20's program end date**, carry the following:
 1. EAD Card
 2. Job offer letter and pay stub
 3. Post OPT I-20, signed in the “travel authorization” section within 6 months of the date of departure.
 4. Valid Passport
 5. Valid visa
- If you decide to leave the country and end your OPT early, please email oip@shu.edu to inform us.