



Office of International Programs
400 South Orange Ave.,
South Orange, NJ 07079
Phone: (973) 761-9072; Fax: (973) 275-2383
Email: oip@shu.edu

Procedures for Applying for Pre or Post Optional Practical Training

Step One

- 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 Two

- 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 Three

- 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- these items are for you to mail to USCIS

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)
 STEM Extension – (C)(3)(C) (only for students extending their OPT whose degrees fall under the Sciences, Technology, Engineering and Mathematics.)
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. 3 Options to pay: 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 \$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
6. Two passport photos
Carefully read the required measurements for the pictures below; if too large USCIS will return the application
8. Copy of new I-20 with OPT request and signed by student. (OIP will create this I-20)

HOW TO MAIL YOUR APPLICATION - We recommend: US Postal Service, Certified Mail, Return Receipt Requested

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

INSTRUCTIONS FOR COMPLETING DOCUMENT CHECKLIST

<u>APPLICATION ITEM</u>	<u>DESCRIPTION</u>	<u>HOW TO COMPLETE</u>
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	This is the actual application from USCIS. Should you need additional copies please go http://www.uscis.gov/i-765 click on forms and go to I-765.	Please write clearly, do not cross out or white out. Fill out this form completely and make sure to include all 7 pages.
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.
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.
5. Check, Money Order, or Credit/Debit Card	The \$410.00 fee is required to process the OPT application.	<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: Four Hundred and Ten 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.

INSTRUCTIONS FOR COMPLETING DOCUMENT CHECKLIST

<u>APPLICATION ITEM</u>	<u>DESCRIPTION</u>	<u>HOW TO COMPLETE</u>
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	This is the actual application from USCIS. Should you need additional copies please go http://www.uscis.gov/i-765 click on forms and go to I-765.	Please write clearly, do not cross out or white out. Fill out this form completely and make sure to include all 7 pages.
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.
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.
5. Check, Money Order, or Credit/Debit Card	The \$410.00 fee is required to process the OPT application.	<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: Four Hundred and Ten 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.



Office of International Programs
 400 South Orange Ave.,
 South Orange, NJ 07079
 Phone: (973) 761-9072; Fax: (973) 275-2383
 Email: oip@shu.edu

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 _____

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 application.

 (Student's signature)

 (Date)

THIS SECTION TO BE FILLED OUT BY ACADEMIC ADVISOR

As part of the application for OPT, students need to confirm, in writing, the exact program end date. This will determine how this office processes the application. 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_____			
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_____			
Printed name:	Ext.:	Name of Department:	
Signature:			Date:



Office of International Programs

400 South Orange Ave.,

South Orange, NJ 07079

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

Email: oiip@shu.edu

Important Information to remember while on Post-Completion 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 the I-20 was issued for your OPT. 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.

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.

Updating the OIP

- When you receive your EAD card, you will receive an email requesting you to create an account through the SEVP Portal. It is mandatory that you create your account and use this to update your employment information and address changes with **10 days** of any change. We will use the email from the G-1145 for this account. 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

Considerations

- Whether you are working or not, the **1 year** time frame of OPT continues to run.
- According to SEVP rule you may only be unemployed for **90 days** throughout the entire duration of your OPT. These 90 days are continuous, and do not reset if you change jobs or lose employment.
- 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 intend to travel after applying for OPT and **it is after your program end date** (meaning your I-20's end date, usually the last day of finals), then you must have:
 1. EAD Card
 2. Job offer letter
 3. Post OPT I-20, signed in the “travel authorization” section
 4. Valid Passport
 5. Valid visa
- If you decide to leave the country and end your OPT early, please email oiip@shu.edu to inform us.

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 Computer Science) 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>