Optional Practical Training Application Packet

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
3) Declaration of OPT Reporting Requirements
4) Important information to Remember While on OPT
5) Instructions for Completing Document Checklist
6) Tips for Completing Form I-765
Procedures and Checklist
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 finals) plus 60 days. For example, if the last day of finals for the semester is December 18, you can choose a start date from December 19-February 18.
- Once you submit your completed academic advisor’s recommendation form to OIP and the Declaration of OPT reporting requirements, we will generate an OPT Requested I-20. DO NOT SEND IN YOUR APPLICATION TO USCIS WITHOUT THE OPT REQUESTED I-20 – YOUR APPLICATION WILL BE DENIED/VERY DELAYED

Step Three
- It will take 5-7 business days for the new I-20 to be processed and OIP will contact you when it is ready. In the meantime, collect the items needed for your application to USCIS (see checklist below)
- *Once you are recommended for OPT in SEVIS, 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 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)
     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. 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 $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
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 - We recommend US Postal Service, Certified Mail, Return Receipt Requested
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 class 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, 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?

<table>
<thead>
<tr>
<th>Academic Advisor for Primary Major Information (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The final day of the student’s last course required for program completion: _________ / _________ / ________</td>
</tr>
<tr>
<td>Printed name:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Advisor for Secondary Major Information (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester and year student will graduate:      ☐ Fall ☐ Spring ☐ Summer 20____</td>
</tr>
<tr>
<td>Printed name:</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
</tbody>
</table>
Declaration of OPT Reporting Requirements

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. 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: ______________________________________________________

Name (in print): _________________________________________________________________

Signature: ____________________________________________________________________

Date (Month, Day, Year): ________________________________________________________
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.

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. If you are approved for a STEM Extension of OPT, you will be allowed 150 days of unemployment for the entire 3 year period of your OPT and STEM OPT.
- 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.
<table>
<thead>
<tr>
<th>APPLICATION</th>
<th>ITEM DESCRIPTION</th>
<th>HOW TO COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. G-1145 Form</td>
<td>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 <a href="http://www.uscis.gov/g-1145">http://www.uscis.gov/g-1145</a></td>
<td>Please fill out this form with your personal email address and a phone number that can receive texts.</td>
</tr>
<tr>
<td>2. I-765</td>
<td>This is the actual application from USCIS. Should you need additional copies please go <a href="http://www.uscis.gov/i-765">http://www.uscis.gov/i-765</a> click on forms and go to I-765.</td>
<td>Please write clearly, do not cross out or white out. Fill out this form completely and make sure to include all 7 pages.</td>
</tr>
<tr>
<td>3. I-94 Admission Record</td>
<td>Tells USCIS your travel history and the last time you entered the United States.</td>
<td>Please go to <a href="https://i94.cbp.dhs.gov">https://i94.cbp.dhs.gov</a> and enter your passport information and print out the most recent I-94.</td>
</tr>
<tr>
<td>4. Passport and Visa Page</td>
<td>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.</td>
<td>Make copies of these and include them in your packet.</td>
</tr>
<tr>
<td>5. Check, Money Order, or Credit/Debit Card</td>
<td>The $410.00 fee is required to process the OPT application.</td>
<td>For Check/Money Order: Must be written exactly like this: <strong>U.S. Department of Homeland Security.</strong> When writing the written amount on the check: <strong>Four Hundred and Ten Dollars and 00/100.</strong> Funds must be in USD. For Credit/Debit: Please complete the G-1450 found at <a href="https://www.uscis.gov/g-1450">https://www.uscis.gov/g-1450</a></td>
</tr>
<tr>
<td>6. Two passport photos</td>
<td>These photos will be used to create your EAD card.</td>
<td>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.</td>
</tr>
</tbody>
</table>
# 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](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

| 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 | - Post Completion OPT Enter: (c)(3)(b)  - Pre-completion OPT Enter: (c)(3)(a)  - 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

<p>| ENTER if <strong>SOMEONE OTHER THAN YOU</strong> Completed this form <strong>FOR YOU</strong> or you required a Language Interpreter’s assistance. |</p>
<table>
<thead>
<tr>
<th>Part 5</th>
<th>ENTER if SOMEONE OTHER THAN YOU Completed this form FOR YOU or you required a Language Interpreter’s assistance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 6</td>
<td><strong>Post Completion OPT Applicants ONLY:</strong> The I-765 Instructions dictate that you must enter and provide evidence of the following:</td>
</tr>
</tbody>
</table>
|        | - All SEVIS ID numbers used in the U.S.  
|        | - All Previous Curricular Practical Training (CPT) authorizations  
|        | - All Previous Optional Practical Training (OPT) authorizations  
|        | **Evidence:**  
|        | - Include copies all previous I-20 and previously issued EAD’s  
|        | Example SEVIS Number: (SEVIS ID: N0000000000)  
|        | Example CPT: (CPT 08/01/2018 to 12/19/2018 – Master’s)  
|        | Example OPT (OPT 05/18/2017 to 08/25/2017) – Bachelor’s) |