



F-1 Post-Completion Optional Practical Training Guide

(rev 2017-10-25)

What is F-1 Post-Completion Optional Practical Training?

- ☐ Post-completion OPT is temporary employment for F-1 students
- ☐ It lets you stay in the US after you have finished your degree requirements to accept employment (training) in your major field of study
- ☐ It requires an application to the USCIS (US Citizenship and Immigration Services) that can take three months to be approved

Am I eligible for Post-Completion OPT?

You are eligible if:

- ☐ You have been in valid F-1 status for at least one academic year (three consecutive terms) before starting your post-completion OPT
- ☐ You are completing your degree requirements or have recently completed your degree requirements
- ☐ You have not already been approved for 12 months of OPT at the same degree level
- ☐ You have not already been approved for 12 months of full-time curricular practical training (CPT)

When can I apply for Post-Completion OPT?

USCIS accepts applications for post-completion OPT within a 150-day window:

- ☐ Earliest day you can apply: No earlier than 90 days before your completion of studies date
- ☐ Last day you can apply: No later than 60 days after your completion of studies date

Note: Your completion of studies date is the date you finish all the requirements needed to qualify for your degree. This is usually the last day of your final term.

Graduate students: your completion of studies date can be the date you finish all requirements for your degree OR the date you finish all course work for your degree, except for the final thesis, master's project, or doctoral dissertation.

Do I need a job offer to apply?

No. However, once your OPT period starts, you need to find employment within 90 days. See page 3 for more information.

How long does it take to get approved for Post-Completion OPT?

USCIS can take three months or more to process an OPT application. Plan ahead! ISSS recommends that you start the application process early in your final term of study.

Can I extend my Post-completion OPT?

Optional Practical Training is limited to a maximum of 12 months per degree level. You may be eligible for an additional 12 months of OPT if you advance to a higher degree level (e.g., BA to MA or MA to PhD).

Some students in STEM (science, technology, engineering, and mathematics) majors may be eligible for a 24-month extension of OPT. Contact an international student advisor at intl@uoregon.edu or go to <http://iss.uoregon.edu/employment> for more information about this option.

Questions?

Contact an international student advisor:

International Student and Scholar Services
Office of International Affairs
5209 University of Oregon
Eugene OR 97403-5209

T: (541) 346-5830

E: intl@uoregon.edu

W: <http://iss.uoregon.edu>

How to apply for OPT

Step 1: Attend an OPT Workshop and read through this OPT Packet. For the OPT Workshop schedule, go to <http://isss.uoregon.edu/employment>.

Step 2: Complete the OPT Request Form (see back page). Obtain all required signatures before proceeding.

Step 3: Call 541-346-3206 to make an appointment with an international student advisor. Bring the following documents with you to your appointment:

- ☐ Completed F-1 OPT Request Form
- ☐ Two US passport photos taken within the last thirty (30) days
- ☐ Check or money order for US \$410.00 made out to "US Department of Homeland Security"
- ☐ Completed Form G-1145 (download from <http://www.uscis.gov/g-1145>)
- ☐ Completed Form I-765 (download from <http://www.uscis.gov/i-765>)
- ☐ Copy of your passport ID page
- ☐ Copy of your I-94 admission record (print out from <http://i94.cbp.dhs.gov>)
- ☐ Copy of your F-1 visa (if available) with most recent entry stamp
- ☐ Copy of any previously Employment Authorization Document (EAD) cards received from USCIS

Step 4: Mail your I-765 Application Packet to USCIS. USCIS must receive your packet within 30 days. Your application packet will include, in this order:

- ☐ Two US passport photos
- ☐ Check or money order for US \$410.00 made payable to "US Department of Homeland Security"
- ☐ Completed Form G-1145
- ☐ Completed and signed Form I-765
- ☐ Copy of your signed OPT I-20 (from Step 3)
- ☐ Copy of your passport ID page
- ☐ Copy of your I-94 admission record
- ☐ Copy of your F-1 visa (if available) with most recent entry stamp
- ☐ Copy of any previously-issued Employment Authorization Document (EAD) cards

IMPORTANT!

Once you receive your OPT I-20 from ISSS, USCIS must receive your signed and completed I-765

Application Packet within thirty (30) days. Otherwise, your application will be rejected.

Contact an international student advisor if USCIS returns your application or contacts you about your application for any reason. Do not respond without consulting an international student advisor first.

Step 5: Mail your I-765 application packet to:

By USPS

USCIS
PO Box 21281
Phoenix AZ 85036

By Express (UPS, Fed Ex)

USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix AZ 85034

If your I-765 mailing address is outside of Oregon, California, or Washington, please consult with an international student advisor about where to mail your application. USCIS must receive the complete I-765 application packet within 30 days once your new OPT I-20 is produced.

Step 6: Wait for your I-797 Receipt Notice. This receipt notice will be sent to the US mailing address that you provided on your Form I-765. If you do not get your receipt notice within 3-4 weeks after mailing your application, contact an international student advisor.

Step 7: Wait for your Employment Authorization Document (EAD) card (see example below), which will be mailed to the I-765 mailing address about 3 months after USCIS receives your application. You can check the status of your EAD card by going to <http://www.uscis.gov>.

- ☐ If you do not receive your EAD card within 75-90 days after mailing your I-765 application, contact ISSS at intl@uoregon.edu.
- ☐ Once you receive your card, check it for any mistakes and contact ISSS if you have any questions about your card.



EAD Card Example

Once Your OPT Starts

1. Understand your OPT start date. You cannot start working on OPT until you receive your EAD card and the start date on your EAD is reached.

2. Maintain valid F-1 documents. During your post-completion OPT, you are still a University of Oregon F-1 student. You will need to keep in touch with International Student and Scholar Services (ISSS) with questions regarding your status. In addition, make sure you have the following documents:

- ☐ Unexpired passport valid at all times
- ☐ OPT I-20 from the University of Oregon
- ☐ Valid F-1 visa (for travel purposes only)
- ☐ EAD card

3. Find jobs and training activities that are related to your major. During OPT, you can accept different types of jobs and change between jobs as long as they are related to your major. Work not related to your major is not permitted. It is up to you to explain how the work is related to your major.

Allowed training under OPT includes the following:

- ☐ Paid or unpaid jobs
- ☐ Full-time (over 20 hours per week) or part-time employment (20 hours or less)
- ☐ Multiple employers
- ☐ Short-term employment
- ☐ "Work for Hire" 1099 independent contractor
- ☐ Self-employment
- ☐ Employment through a staffing agency
- ☐ Internships (paid or unpaid)
- ☐ Volunteer activity

4. Understand the 90-Day Unemployment Rule. During post-completion OPT, you have a maximum of 90 days of unemployment. "Unemployment" refers to any day where you are not doing any training or work related to your major. The 90 days of unemployment is for your entire OPT period. For example, if you spend 60 days of OPT before you find a job, you have only 30 unemployment days left.

If you are unemployed for 90+ days, your OPT benefit may be lost. Note: Unemployment does not include weekends, vacations, or business trips taken while you are working on OPT.

5. Update your job and address information with ISSS. In order to avoid problems with the 90-day Unemployment Rule, report your job information within 10 days of starting or stopping any job. Also,

you are required to update your US mailing address, email, and phone number within 10 days of any change.

To update your job and address information, go to <http://issss.uoregon.edu/forms> and complete the on-line "OPT Update and Validation Form."

Once ISSS receives your Update Form, we will update your SEVIS record with your employment and address information.

6. Use F-1 documents for international travel. If you travel outside the US during your post-completion OPT you should be prepared to show the following documents when you return:

- ☐ Unexpired passport valid at least six months into the future
- ☐ OPT I-20 with a travel signature on page 2 not more than six months old
- ☐ Valid, unexpired F-1 student visa (exception: Canadian citizens are not required to have visas)
- ☐ I-797 receipt notice from USCIS
- ☐ Unexpired EAD card from USCIS
- ☐ Evidence of employment such as a letter showing that you are working for your OPT employer

Make travel plans carefully. Send an email to ISSS at intl@uoregon.edu if you have any questions about travel while on OPT. Please notify ISSS if you plan to leave the US for more than a few weeks at a time.

7. Understand when your OPT ends. Your OPT will end in any of these situations:

- ☐ You leave the US and stop using your OPT (notify ISSS at intl@uoregon.edu)
- ☐ Your F-1 SEVIS record is transferred to another school so that you can start a new full-time program
- ☐ You start a new full-time program at the UO
- ☐ Your immigration status is changed from F-1 to another type (e.g., H-1B)
- ☐ You exceed the authorized 90 days of unemployment

Otherwise, your OPT ends when your EAD card expires. Once your EAD card expires, you have a "grace period" of 60 days to prepare to leave the US, or to pursue other visa options such as getting a new I-20 and returning to a new full-time program.

Instructions for Completing Form I-765 (ver 7/17/17)

- ☐ Download the fillable PDF Form I-765 from <http://www.uscis.gov/i-765>.
- ☐ Type your answers using the fillable PDF and print out the completed form.
- ☐ If completing the form by hand, use BLACK INK.
- ☐ Proof your I-765 once you have completed the form. Make sure your name and address, in particular, are clear and legible

Line-by-Line Instructions

- **"I am applying for":** Check the box for "Permission to accept employment"

- Q1 Enter your full name (should be the same as your passport name).
- Q2 Enter any other legal names you may have used, e.g., maiden name. Do not enter nicknames.
- Q3 Enter your US mailing address.
- ALL mail concerning your OPT application, including your EAD card, will go to this address. If you are using an address outside of Oregon, please notify an international student advisor
- Q4 Enter your country of citizenship.
- Q5 Enter your place of birth.
- Q6 Enter your date of birth.
- Q7 Indicate your gender.
- Q8 Indicate your marital status.
- Q9a Social Security Number (SSN) information:
- Enter "Yes" if you have received a SSN card before; enter "No" if you have not
- Q9b Enter your SSN if you have received a SSN in the past. Otherwise, leave blank.
- Q10 You have the option of applying for a SSN along with your EAD if you do not have a SSN already:
- Answer "Yes" if you want to apply for a SSN at the same time as your EAD.
 - Answer "No" if you do not want to apply for a SSN (you can apply for a SSN later, after you have received your EAD).
 - Leave blank and skip to Question #14 if you already have a SSN.
- Q11 Check "Yes" only if you answered "Yes" to Question 10.
- Q12a-b Answer only if your answer to Questions 10 and 11 were "Yes".
- Q13a-b Answer only if your answer to Questions 10 and 11 were "Yes".
- Q14 Print out your I-94 from <https://i94.cbp.dhs.gov>; your I-94 will be indicated at the top of the form.
- Q15 Previous employment authorization from USCIS:
- Answer "Yes" if you received an EAD card from USCIS in the past and indicate USCIS office, dates, and results (if you have questions, consult with an international student advisor)
 - Answer "No" if you have never received an EAD card from USCIS in the past
- Q16 Indicate date of last arrival in US – refer to the most entry stamp in your passport or travel history at <https://i94.cbp.dhs.gov>
- Q17 Indicate place of last arrival in US – refer to Q16 to get your arrival information
- Q18 Indicate status when you last entered the US. In most cases, "F-1 Student" will be the correct answer.
- Q19 Indicate your current immigration status – should be "F-1 Student"
- Q20 For post-completion OPT, write (c)(3)(b)
- Q21-23 Leave blank

- **Certification:** Sign your name in ink. Date the form and enter your telephone number (if any).



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
			Relocated	
			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)(14), (18) and 8 CFR 214.2(f)		Approved	Denied
			A# _____	
			<input type="checkbox"/> Applicant is filing under section 274a.12 _____	

► **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

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5. Place of Birth

Town or City	State/Province	Country

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

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7. **Gender** ☐ Male ☐ Female

8. Marital Status

☐ Single ☐ Married ☐ Divorced ☐ Widowed

9.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

☐ Yes ☐ No

NOTE: If you answered "Yes" to Item Number 9.a., provide the information requested in Item Number 9.b.

9.b. Provide your Social Security number (SSN) (if known)

►

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10. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to Item Number 11., **Consent for Disclosure**, to receive a card.)

☐ Yes ☐ No

NOTE: If you answered "No" to Item Number 10., skip to Item Number 14. If you answered "Yes" to Item Number 10., you must also answer "Yes" to Item Number 11.

11. **Consent for Disclosure:** I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

☐ Yes ☐ No

NOTE: If you answered "Yes" to Item Numbers 10. - 11., provide the information requested in Item Numbers 12.a. - 13.b.

Father's Name

12.a. Family Name (Last Name)

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12.b. Given Name (First Name)

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Mother's Name (Provide your mother's birth name.)

13.a. Family Name (Last Name)

13.b. Given Name (First Name)

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

15. 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 **Item Number 16.**)

16. Date of Your Last Arrival or Entry Into the U.S., On or About (mm/dd/yyyy)

17. Place of Your Last Arrival or Entry Into the U.S.

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

19. Current Immigration Status (Visitor, Student, etc.)

20. 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.

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21. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in **Item Number 20.** 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

22. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in **Item Number 20.** 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.

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

a. If you entered the eligibility category (c)(35) or (c)(36) in **Item Number 20.** 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 Number 23.b.**, refer to **Item Number 5.**, **Item H.** or **Item I.** 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 **Item Number 20.**

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



e-Notification of Application/Petition Acceptance

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form G-1145

What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receipting your immigration form.

ROUTINE USES: The information provided on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [[DHS/USCIS-007 - Benefits Information System](#) and [DHS/USCIS-001 - Alien File \(A-File\) and Central Index System \(CIS\)](#)], which can be found at www.dhs.gov/privacy. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name
Email Address		Mobile Phone Number (Text Message)



F-1 Post-Completion Optional Practical Training Request Form

A. Completed by the student

Name: _____ UID: _____
Major: _____ Phone: _____
Second Major (if any): _____ UO Email: _____@uoregon.edu
Degree Level (circle): Bachelor's Master's JD Doctoral Non-UO Email: _____

My completion of studies date (mm/dd/yyyy): _____ Date you complete degree requirements

My preferred OPT start date is (mm/dd/yyyy): _____ No more than 60 days after completion date

My preferred OPT end date is (mm/dd/yyyy): _____ Usually one year after OPT start date

I understand that I cannot start working until I have received an Employment Authorization (EAD) Card from the U.S. Citizenship and Immigration Services (USCIS) approving me for OPT, and the start date on the card has been reached. I understand I must stop my OPT by the end date on the EAD card.

Signed _____ Date _____

B. Completed by the student's academic program. Must be completed before ISSS OPT appointment.

The above F-1 international student is requesting a recommendation from the Office of International Affairs for Optional Practical Training – employment authorization in the student's major field of study. In order to proceed, we ask that the student's academic advisor confirm the following information. Please complete as appropriate:

☐ **Undergraduate student.** The above student is expected to complete all degree requirements by (indicate date) _____ (usually last date of final term of registration).

☐ **Graduate student.** The above student is expected to complete or has completed all coursework requirements by (indicate date) _____. The student will complete all degree requirements including master's thesis / doctoral dissertation by (indicate date) _____.

Signed _____ Date _____

Name (Printed) _____ Email _____

Department _____

C. Completed by the Office of the Registrar (UNDERGRADUATE Students Only)

This is to confirm that the above-named undergraduate student should be able to meet all degree requirements for his/her degree by (indicate date) _____ (last date of final term of registration).

Graduation Specialist Signature _____ Date _____

Name (Printed) _____ Email _____

Questions? Contact International Student and Scholar Services at intl@uoregon.edu or 541-346-3206

OIA Use Only: APPROVE OPT EXPIRATION DATE SEVIS EMAIL UPDATED GOINTL