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University of New Haven

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OPT Information

Overview

Post-Completion Optional Practical Training (OPT) is temporary employment authorization

POST-COMPLETION OPT APPLICATION INSTRUCTIONS:

Step 1: Complete the OPT Online Preparation Blackboard Course

Students graduating in the current term will be enrolled in the Blackboard course, titled "

Step 2: Submit the Post-Completion OPT Request Form signed by your academic advisor

Students must submit the Post-Completion OPT Request Form.

Upon submission of this form, students will be instructed to sign up for the upcoming OPT

Step 3: Collect the required documentation.

Students applying for OPT must collect all of the documents listed on the OPT Application

Form G-1145

Form I-765 Application for Employment Authorization

Copies of Page 1 and travel signature pages of ALL I-20s that have been issued to you from

Printed electronic I-94 Record

Color copy of your most recent U.S. F-1 visa

Color copy of passport biographical page

2 standard (2" x 2") passport-sized, recent, color photos. Write your full name and I-94 nu

Check or money order for \$410 United States Dollars (USD) made payable to U.S. Depart

Step 4: Attend the OPT Workshop with your complete OPT application packet.

Students must bring the above documents to their assigned OPT Workshop. The ISO staff

Students must attend the OPT Workshop within 2 weeks of submitting their OPT Request

Step 5: Mail the OPT application packet to USCIS

Once students have attended the OPT Workshop and received their new OPT I-20, they m

The ISO is able to provide you with general guidance. However, any advice provided to yo

REPORTING EMPLOYMENT ON OPT:

During a student's OPT authorization period, they must report to the International Service

Offer letter (must be on company letterhead, state the date the student began employme

Copy of EAD card

Any change of U.S. address, phone number, or email must be send to the ISO within 10 d

Students are permitted to change jobs during the Post-Completion OPT period; however a

Failure to properly report employment in a timely manner can result in termination of yo

The SEVIS system counts days of unemployment based on the information reported in yo

Important Notes:

Students are advised not to travel while their application is in process. Travel before rece

DON'T FORGET

OPT-approved students are required to keep the ISO updated with important information.

Changes in employment must be reported within 10 days via the OPT Employment Inform

Changes in residential address, phone number, or email address must be reported within

Failure to properly report employment in a timely manner can result in termination of your

CURRENT STUDENTS

Currently enrolled international students will find all the ISO resources in myCharger.

CONTACT US

Call: (203) 932-7475

Fax: (203) 931-6054

Email: UIS@newhaven.edu

Location: 19 Ruden Street

University of New Haven

300 Boston Post Road

West Haven, CT 06516, USA

HOURS

Mon - Thurs: 8:30 a.m. - 6:00 p.m.

Fri: 8:30 a.m. - 4:30 p.m.

ALSO OF INTEREST:

[Apply for OPT STEM Extension - University of New Haven](#)[FAQ's on OPT - University of New Haven](#)

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(800) 342-5864

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