Planning Tool for Post-Completion Optional Practical Training

Complete this worksheet to see an approximate timeline to file for post-completion OPT. When you enter specific dates, the spreadsheet will show allowed/remaining OPT totals. The six steps focus on different parts of the OPT application process. Scroll down to complete all six steps.

Note: a student is not be eligible for OPT if:

■ Level of study is English Language

■ Level of study is High School (unless at a conservatory)

■ Has not finished one academic year of full-time study prior to preferred OPT start date

---

Step 1: Determine Amount of Full-Time Curricular Practical Training

Has the student been authorized for full-time CPT at the current level of study?

If **NO,** skip to Step 2.

If **Yes**, click here to record periods of approved full-time CPT.

Full-time CPT Summary

Total days of full-time CPT used: 0

Note: student is not eligible for OPT if this total equals 365 days or more.

STEP 2: Calculate Available Post-Completion OPT

Has the student been authorized for any OPT at the current level of study?

If **NO,** skip to Step 3.

If **Yes**, click here to record periods of approved OPT.

OPT Summary

Days of OPT available per level:	365
Days of OPT used:	0
Available OPT:	**365**

STEP 3: Determine General Time Limits and Deadlines on Post-Completion OPT Application Based on Program End Date

Enter the program end date on the Form I-20: ☐

The earliest date the Form I-765 can be filed with USCIS:

The last date the DSO can recommend OPT in SEVIS:

Form I-765 must be filed with USCIS by:

Post-completion OPT must begin between: and

This tool is for planning purposes only and does not guarantee approval of OPT by preferred OPT start date.

STEP 4: Get DSO and USCIS Processing Times

Enter the number of **calendar** days it takes a DSO at your school to process an OPT request.

Estimated number of DSO processing days: [　　　　]

Look up the Form I-765 porocessing times for F-1 employment at the USCIS Service Center where

Click here to access USCIS processing times.

Enter the processing time in the appropriate column below.

Months*	Weeks	Days

Total USCIS processing time (in days):　　0

*Calculation based on 1 month = 30 days

STEP 5: Choose OPT Start Date

Enter the preferred start and end dates for post-completion OPT.
Note: When the preferred OPT start date is entered, the latest available OPT end date displays.

Note: OPT Start date must be between:　　　　　and

Enter preferred OPT start date: [　　　　]

Note: requested OPT end date must be on or before:
Enter preferred OPT end date: [　　　　]

To improve the chances of having post-completion OPT approved by the preferred OPT start date, keep the following date recommendations in mind:

Last date to request OPT from DSO and allow for processing/mailing times:
Estimated dates DSO enters OPT in SEVIS, given DSO processing time*:
Estimated date USCIS receives Form I-765 and supporting documents:
Estimated date USCIS completes processing OPT application:
Estimated date student gets Employment Authorization Document*:

*Assumes an additional 10-day mailing period.

Note: This schedule does not guarantee USCIS approval of OPT by the preferred OPT start date. It is simply a planning tool.

This tool is for planning purposes only and does not guarantee
approval of OPT by preferred OPT start date.

STEP 6: Determine Form I-765 Filing Deadline Based on the Date the DSO Recommends OPT in SEVIS

Complete this step after the DSO has recommended OPT in SEVIS. Form I-765 must be received by USCIS within 30 days from the date the DSO entered the OPT request into SEVIS. USCIS will deny it if it is received later.

Note: When the date the DSO requested OPT is entered below, the deadline for filing Form I-765

Enter the date the DSO recommended OPT:

Note: USCIS must receive Form I-765 by:

This planning tool for post-completion OPT is not a substitute for applicable legal requirements, nor is it itself a rule or a final action by SEVP. It is not intended to, does not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil,

Periods of Approved Full-Time CPT

Enter the start and end dates for all periods of **full-time** CPT used at the current level of study.

Start Date	End Date	Length in Days	Start Date	End Date	Length in Days
					0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
		0			0
	Total:	0		**Total:**	0

This tool is for planning purposes only and does not guarantee
approval of OPT by preferred OPT start date.

Periods of Approved OPT

Enter the start and end dates for all periods of approved part-time and approved full-time OPT used at the current level of study. **Students:** Use the dates from the EAD. **DSOs:** Use Actual OPT start and ends dates in SEVIS.

Part-Time OPT		
Start Date	**End Date**	**Length in Days**
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
Total:		0
Full-Time Equivalent:		0

Full-Time OPT		
Start Date	**End Date**	**Length in Days**
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
		0
Total:		0

This tool is for planning purposes only and does not guarantee approval of OPT by preferred OPT start date.