

OPTIONAL PRACTICAL TRAINING (OPT) REQUEST

First Name _____ Last Name _____ Student ID#: _____

Applying for: ☐ Pre-completion ☐ Post-completion (if Pre-completion select Part time or Full time)

Requested OPT Start Date: _____ Requested OPT End Date: _____

OPT Application Process and Checklist:

1. Send the following documents to the CIE office to begin the OPT application process:

- ☐ USCIS Form I-765 (original) –Include the appropriate OPT eligibility code on question 27:
 - (c)(3)(A) for pre-completion OPT
 - (c)(3)(B) for standard post-completion OPT
- ☐ Form G-1145 Notification of Acceptance (only if applying through mail and not online)
- ☐ Copy of passport (recent and old one if applicable and marked that way)
- ☐ Copy of F-1 student visa
- ☐ Copies of Form I-94 Departure Record (found here: [I94 - Official Website \(dhs.gov\)](https://www.dhs.gov/i-94))
- ☐ Copy of your Employment Authorization Document (EAD), if you had been issued one before.
- ☐ One scanned color photo that meets USCIS specifications, (see specifications on OPT handout).
- ☐ Copies of all previous I-20s, including those from institutions outside of Salem State University.
- ☐ Bank account or credit card for payment of \$410. Payment received by *U.S. Department of Homeland Security* through Pay.gov website.

2. An international advisor will review your application documents, make suggestions for changes, and you will receive, and include in your OPT application package the following:

- ☐ New I-20 with **OPT recommendation** on second page. Sign and date that I-20, and email us a copy.
YOU CAN'T APPLY FOR OPT WITHOUT INCLUDING THAT OPT I-20 IN YOUR APPLICATION!

3. Once application is ready:

- A. Once OPT is recommended in SEVIS by a DSO and you receive that OPT I-20, you must file for OPT ASAP. **USCIS must receive it within 30 days of the I-20 issue date or you will be DENIED.**
- B. Keep a copy of your complete application material for your records.
- C. File for OPT by reviewing our instructions to either file for the OPT application in the mail or online.
- D. After you submit your application send us a copy of the **Receipt Notice** or the **case number** you will receive from USCIS.
- E. Monitor the status of your application through your online USCIS account, or using the Case Status Check page on the USCIS website until approved and receive the EAD card.
- F. Update USCIS immediately if you change address to make sure you receive mail from them.
- G. Inform us right away if you receive a **Request for Evidence** from USCIS because we need to respond to them ASAP with the right information. Your OPT application may be denied if we don't.
- H. Send us a copy of your EAD card once you receive that.

OPT Information Acknowledgement

Student must keep a copy of this signed OPT Information Acknowledgement.

This completed form must be submitted to CIE together with the package.

I _____, acknowledge that the information below was explained to me and I understand the following:

- ☐ **90 Day Unemployment Rule:** I may not accrue more than 90 days of unemployment during the entire 12-month OPT period, counting the days from the employment start date until employment begins and between jobs. Weekends and holidays count towards unemployment.
- ☐ **I must be engaged in at least 20 hours of OPT activity per week** (paid or unpaid). Volunteer positions count as employment.
- ☐ **I will not start employment** until I receive the EAD.
- ☐ **I will keep records of my employment**, such as employer's information, employment dates and pay stubs.
- ☐ **I will submit an updated OPT Employer form with the following information to CIE within five (5) business days of accepting employment and to be able to have an updated I-20:**
 - ✓ Related Course Work Comment * - *student must explain how job is related to major.*
 - ✓ Indicate if you are self-employed *
 - ✓ Employer Name *
 - ✓ Employer EIN
 - ✓ Job Title [Student]
 - ✓ Start Date [Employment] *
 - ✓ End Date [Employment] *
 - ✓ Indicate if Full-time or Part-time *
 - ✓ Employer Address *
 - ✓ Supervisor: Last Name, First Name, Telephone Number and Email Address
 - ✓ Student Remarks – If student wants to add additional information

**Denotes Required Field*

- ☐ **I will inform the Center for international Education about changes in my address and my employer within 10 days of the change.**

Signed: _____ Date: _____