



# Optional Practical Training

## Application Procedure

### 1 SUBMIT THE FOLLOWING DOCUMENTS TO THE INTERNATIONAL OFFICE

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- Form 1: OPT Verification of Graduation (to be completed and signed by academic advisor)
- Form 2: Visa Status on OPT (to be completed and signed by student)
- Form 3: OPT Start Date Verification form

### 2 COMPILE THE FOLLOWING DOCUMENTS FOR THE APPLICATION PACKET

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- Form G-1145 (e-Notification of Application)
- Completed form I-765
- Two passport-sized photos (see page 5 of Form I-765)
- \$380 check or money order payable to the Department of Homeland Security
- Copy of Current I-20 that reflects OPT recommendation (see note below)
- Copy of ALL previous I-20 documents
- Copy of I-94, Passport and Visa
- Photocopy of EAD (Employment Authorization Document, if applicable)

### 3 REQUEST A MEETING WITH THE DIRECTOR OF INTERNATIONAL PROGRAMS

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After the Director has reviewed the documents in the application packet listed above, the student will be issued an **\*I-20 that reflects OPT recommendation**. This will be included in the application packet.

All materials need to be sent together by certified mail. If any materials requested are not included, there could be delays in processing of the EAD. **Application packets not received by USCIS within 30 days of the OPT I-20 issue date will be denied** without the opportunity to appeal.

For **U.S. Postal Service (USPS)** deliveries:

**USCIS**  
**PO Box 660867**  
**Dallas, TX 75266**

For Express mail and courier (**FedEx, UPS**) deliveries

**USCIS**  
**Attn: AOS**  
**2501 S. State Hwy. 121 Business**  
**Suite 400**  
**Lewisville, TX 75067**

DECEMBER 2015 UPDATE: Students on OPT are obligated to report employment information to the Director of International Programs. Changes in regulation will result in automatic system termination of students who do not report employment within 90 days of OPT start date, as well as automatic system termination of students who accrue 90 consecutive days of unemployment during OPT.



# Form 1

## OPT VERIFICATION OF GRADUATION

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Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

### ACADEMIC ADVISOR:

The international student, whose name appears above, wishes to apply for off-campus employment related to his/her major. The U.S. Citizenship and Immigration Services (USCIS) can authorize work for one year at the end of the student's academic program. This form is designed to verify graduation for your international advisee in order to establish eligibility to apply for Optional Practical training. Again, this employment opportunity is extended only once to the F-1 visa-holding student and it is only granted when **all** course work is completed. **Students can apply for OPT up to 90 days prior to graduation or 60 days after graduation.** If the student applies early in the 90-day window, s/he could have work authorization by graduation.

To the best of my knowledge, (advisee name): \_\_\_\_\_

will graduate on (date): \_\_\_\_\_.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Form 2

## VISA STATUS ON OPT

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While on OPT, you will continue with your F-1 visa status under the University of Charleston. Therefore, you must follow the same procedures for maintaining your status:

1. INFORM THE PDSO/DSO OF A CHANGE OF ADDRESS WITHIN TEN (10) DAYS OF A MOVE.
2. REPORT EMPLOYMENT DETAILS WITHIN 90 DAYS OF OPT START DATE. FAILURE TO DO SO WILL RESULT IN AUTOMATIC SYSTEM TERMINATION.

Reporting requirements:

1. Explain how employment is related to course work.
2. Employer name (name of company)
3. Employer EIN (if applicable)
4. Job Title
5. Start Date
6. Full-time or Part-time
7. Employer Address
8. Supervisor Information (first and last name, telephone number, e-mail address)

3. WHEN TRAVELING OUTSIDE OF THE USA, OBTAIN THE SIGNATURE OF THE PDSO/DSO PRIOR TO DEPARTURE TO ENSURE AUTHORIZATION TO RE-ENTER THE COUNTRY. OBTAIN THE TRAVEL SIGNATURE TWO WEEKS BEFORE DEPARTURE DATE TO ENSURE AVAILABILITY OF PDSO/DSO.
4. INFORM THE PDSO/DSO WHEN LEAVING THE USA PERMANENTLY.
5. MAINTAIN MEDICAL INSURANCE; OBEY ALL FEDERAL, STATE, AND LOCAL LAWS.
6. KEEP ALL IMMIGRATION DOCUMENTS IN A SAFE LOCATION.

I, \_\_\_\_\_, have been provided a copy of and have thoroughly read the form entitled "Visa Status on OPT". While on OPT, I agree to abide by these guidelines in order to maintain my F-1 visa status.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date



# Form 3

IN PLACE OF I-538

Please show the date that you would like to begin your Optical Practical Training.

START DATE: \_\_\_\_\_

The end date will be one year after the start date.



## USCIS Form Links

Access and print these forms to fill out manually and include with application packet.

### G-1145

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<http://www.uscis.gov/sites/default/files/files/form/g-1145.pdf>

### I-765

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<http://www.uscis.gov/sites/default/files/files/form/i-765.pdf>

## Helpful links

### I-765 INSTRUCTIONS

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<http://www.uscis.gov/sites/default/files/files/form/i-765instr.pdf>

### PASSPORT PHOTO REQUIREMENTS

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<http://travel.state.gov/content/passports/en/passports/photos/photos.html>

### WHAT IS A MONEY ORDER?

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<http://www.nerdwallet.com/blog/banking/money-orders/>

Note: Most students use the Rite Aid or CVS Pharmacy on MacCorkle Avenue.

### WHAT IS AN I-94?

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<https://i94.cbp.dhs.gov/i94/>