



Post-Completion Optional Practical Training Application Instructions

1. DSO Recommendation Request form instructions:

Item 1: Expected date of completion of studies: The earliest your application may be submitted to the government for Post-Completion of Studies OPT is 90 days before this date.

Item 2: Indicate what type of OPT you are applying for and the dates you want to work.

Item 3: If you previously have been authorized for OPT for your current education level, tell us when it was authorized and the start and end dates as they appear on your EAD(s)

Item 4: Describe how your proposed employment for practical training is directly related to your major and appropriate for your level of education. Take the time to do this carefully. Do Not say that you are seeking an entry-level job in your major. Your description must clearly explain to an Immigration Officer what you are expected to DO on the job you are seeking. Do not use any abbreviations or acronyms in your description.

Item 5: If you are applying for Post-completion OPT, obtain certification from your department that you have completed or are expected to complete your program or course work (excluding the thesis or it's equivalent)

Item 6: Read and sign Acknowledgement of Understanding.



Optional Practical Training (OPT) DSO Recommendation Request Form

1. PERSONAL AND PROGRAM INFORMATION:

Name: _____ Date: _____
(Last, First)

Local address: _____

Phone: _____ Email: _____

SEVIS ID#: N00 _____ School: _____

Degree Program: _____ Major: _____

Expected Date of Completion of Studies: _____

2. TYPE OF OPT YOU ARE REQUESTING

- ☐ **Pre-Completion of Studies: Full- Time:** Available during vacation periods after completion of all coursework except for comprehensives, thesis or dissertation **only**.

Starting on _____ and ending _____

- ☐ **Pre-Completion of Studies: Part-time while school is in session** (20 hours or less per week)

Starting on _____ and ending _____

- ☐ **Post- Completion of Studies: Full-time:** Available after completion of the program or coursework (excluding thesis or equivalent). Please note that if you are applying for this type of OPT after completion of coursework only, you must receive DSO advisement first.

Starting: _____

Your start date may be any date after you complete your studies up to 60 days later. (If you choose a date within the 60 day period following completion of your program, you will most likely not receive the full 12 month OPT benefit due to USCIS processing delays.)

Ending: _____

You must apply for all of the 12- month benefit you have remaining for this program of study unless you have plans to further study at the same education level, e.g. a second master's degree. This date must be 12 months from the start date (or less if you have use any of your OPT benefit).

- 3. PREVIOUS OPT :** If you have previously received OPT employment authorization for your current education level, indicate the date(s) it was authorized and the start and end dates on your EAD(s):

Starting on _____ and ending _____



4. **DESCRIBE YOUR PROPOSED EMPLOYMENT AND EXPLAIN HOW IT RELATES TO YOUR MAJOR.** Describe what you expect to DO (not that you are “seeking an entry level position appropriate for your skills and experience”).

5. **DEPARTMENTAL CERTIFICATION FOR POST-COMPLETION OPT**

Please certify one of the following for the student named in field 1 on this request form:

- a. The student completed or will complete **all degree requirements** on (date) _____.
The proposed employment described in field 4 is directly related to the student’s current major.
- b. The student completed or will complete **all coursework for the degree except the thesis or its equivalent** on (date) _____ and is expected to graduate on (date) _____. The proposed employment described in field 4 is directly related to the student’s current major.

Departmental Signature

Name (please print)

Title (please print)

Department (please print)

Telephone

E-mail

Date signed

6. **STUDENTS ACKNOWLEDGEMENT OF UNDERSTANDING**

I understand that I am requesting the DSO’s recommendation for Optional Practical Training Employment authorization. The OIPS will advise me and assist me with reviewing my application for completeness and eligibility. Once the school has recommended the OPT, the application will be returned to me for filling it at the USCIS.

I understand that I am completely responsible for properly filing my OPT application with the USCIS and tracking its processing through the USCIS Case Status Online System.

My Signature

My Name (print please)

Date Signed



F-1 STUDENT STATUS RESPONSIBILITIES WHILE ON POST-COMPLETION OF STUDIES OPT

During your period of authorized Post-completion of Studies OPT, you are continuing in your F-1 Student Status and have legal responsibilities. Below is a list of responsibilities. Please read them carefully and sign the Acknowledgement below that you understand them.

1. Only work in your major field of study and within the dates that you have been authorized on your EAD.
2. To maintain your F-1 status during Post-OPT, you must work full-time (more than 20 hours per week) in your major field of study. Your employment may be paid or unpaid.

You may not accrue more than 90 days of unemployment or the Student and Exchange Visitor Program (SEVP) may find you in violation of that requirement and terminate your F-1 status and jeopardize future immigration-related benefits.

3. **You are required to report your personal (address, change of name, etc.) and employment information through the SEVP Portal for the duration of your Post-OPT.**
 - You will receive an email from the SEVP Portal once your OPT request has been approved and must create your account within 14 days or you will be locked out.
 - Complete Portal information and help is found on the [Study in the States site](#).
 - It is your obligation to report this information. If you fail to report OPT activity/employment information to the SEVP Portal, you could be considered in violation of your F-1 immigration status by the Department of Homeland Security and your F-1 Status Terminated.
4. It is your responsibility to pay federal, state and local taxes on your income and fulfill tax reporting requirements.
5. It is strongly recommended that you keep a record and supporting evidence of all your OPT-related activities such as:
 - Details of job searches: correspondence with prospective employers, interviews, etc.
 - Employment information: dates, name/location of employer, position, part/full-time
 - Volunteer work: dates, name/location/type of volunteer work, part/full-time. Please note that federal law requires that a volunteer may not assume a normally paid position or displace a U.S worker.
6. Beginning a new course of study or transferring U.S schools automatically terminates OPT employment authorization and may jeopardize future employment benefits.
7. Obtain a DSO's I-20 endorsement to travel every 6 months. To return to the U.S you will need a passport valid for at least 6 months, your endorsed form I-20, a valid F-1 visa (unless traveling to a neighboring country), your EAD Card and proof of your employment.



8. Your F-1 status ends 60 days after your employment authorization on your EAD. You may not work after the EAD end date. If you wish to remain in the U.S you have to request to change status, transfer schools or begin a new program of study before the 60 days end.
9. Employment authorization is automatically suspended in the event of a strike or other labor dispute involving work stoppage at the place of employment [8 CFR 214.2(F)(14)]

ACKNOWLEDGEMENT OF RESPONSIBILITIES WHILE ON POST-OPT

I have read and understand my F-1 student status responsibilities while am on Post-OPT.

My Signature

My Name (please print)



Post-Completion Optional Practical Training Application Instructions

Form I-756: Application for employment Authorization.

Go to <https://www.uscis.gov/i-765>. The online form is PDF fillable, we recommend you type in your answers then print and sign in **black** ink. Bring a saved copy of the form on a USB to your appointment with your DSO. It will be much easier to make corrections, in needed, to the form this way.

Part 2 - Item 1.a. – 1.c.: Name. Enter your name as it appears in your passport.

Part 2 – Item 5.a. – 5.c.: Address. Be sure to use a valid address where you will be able to receive mail in the months after you submit your application. We strongly suggest that you use our office address or a P.O. box if your name is not on your home mailbox. USCIS may not deliver mail if your name does not appear on your mailbox. Mail sent from USCIS cannot be forwarded, so if you use an invalid address, you will not receive your Employment Authorization Document (EAD). You may put the Office of International Programs and Services address, but we will only allow students to pick-up their mail (we do not mail it out to you). This may cause a delay in receiving your documents. If you chose to do this, please use the address below:

Your Name C/O International Programs
735 Anderson Hill Road
Purchase, NY 10577

Part 2 - Item 8 & 9: If this does not apply to you, place 'N/A' in the box.

Part 2 – Item 12: If you have ever applied for USCIS employment authorization before, answer yes and enter where and when you applied, whether it was granted or denied and attach a photocopy of the EAD card issued for it.

Part 2 – Item 21.a.: I-94 Number is the 11-digit “Admission Record Number” you received when you entered the U.S. <https://i94.cbp.dhs.gov/I94/#/home>.

Part 2 – Item 21.c.: If this does not apply to you, place 'N/A' in the box.

Part 2 – Item 22: Date of Last Arrival. is the date on your I-94 unless your entry was at a land border.

Part 2 – Item 23: Refer to your I-94 travel history to confirm port of entry.

Part 2 – Item 27: Eligibility Category. Enter the code that applies to the type of OPT you are requesting: Pre-Completion OPT – (c)(3)(A) or Post-completion OPT – (c)(3)(B)



Attach the following documents to your application:

- a. **Two Passport Type Photographs.** [Federal requirements for photos may be found on the U.S. Department of State website.](#)
 - a. Make sure they have been taken **no more than 30 days before you are submitting your OPT application** (not 6 months as indicated in the passport photos instructions).
 - b. Make sure you are not wearing glasses or have hair in your face. Photos that do not meet federal requirements are the number one reason OPT is not approved!
 - c. Print your name on the back lightly in pencil or with a felt marker.
- b. **\$550 Fee:** Check or Money Order payable to U.S. Department of Homeland Security.
- c. **Photocopy of any previous EAD Card(s).**
- d. Photocopy of most recent paper or [electronic I-94 Form](#).
- e. **Photocopy of your passport identification page**
- f. **Photocopy of your F-1 visa stamp.**

INFORMATION ABOUT APPLICATION PROCESSING

1. If everything is in order, OIPS will issue you a new Form I-20 with your OPT Request on it and contact you to come in to pick up your complete application for filing.
2. OIPS will provide you with information about how and when to send your application to USCIS.
3. If you put the OIPS address on your Form I-765, USCIS will communicate with us about your application. If they request additional information, we will contact you. If your application is approved the Employment Authorization Document (EAD) will be sent to our office and we will contact you to come in and pick it up.
 - USCIS Processing Time Information: <https://egov.uscis.gov/processing-times/>
 - Tracking Application on USCIS "My Case Status": <https://egov.uscis.gov/casestatus/landing.do>
4. DO NOT begin working until you have received your EAD Card.