

POST-COMPLETION INSTRUCTIONS OPTIONAL PRACTICAL TRAINING (OPT)

Post-Completion Optional Practical Training (OPT) authorizes full-time employment after the successful completion of your program of study. OPT is intended to provide hands-on practical work experience that is directly related to a student's major area of study. OPT is authorized by U.S. Citizenship and Immigration Services (USCIS) for a maximum of 12 months.

ELIGIBILITY

To be eligible for Post-Completion OPT you:

- 1) Must currently be in active F-1 status.
- 2) Must have been lawfully enrolled on a full-time basis for one full academic year in the U.S. under your current I-20 or will have met this requirement by the time post-completion OPT is to start.
- 3) Must have **not** engaged in more than **364** days of **full-time** Curricular Practical Training (**CPT**) during the current degree level.
- 4) Must have **not** been authorized for 12 months of OPT at the current degree level.

Follow the **STEPS** below to prepare and complete your **ONLINE APPLICATION**.

STEP 1: Email the items below saved under your name to the International Office (international@mail.fresnostate.edu)

All application forms can be found on the International Office [website](#).

- 1) Completed and signed OPT Acknowledgement Form
- 2) Completed OPT Recommendation form with approval and signature from your Academic Advisor/Graduate Coordinator.
NOTE: The 2 forms above DO NOT need to be sent to USCIS but are required by the International Office.
- 3) OPT Application Supplemental Info Form
- 4) Copy of valid passport (valid at least for **6 months** at the time of applying for OPT) which includes the identity pages and the page that has your photograph (provide copies of expired passport if renewed while in the U.S.)
- 5) Copy of your F-1 visa (**can** be expired)
- 6) Most recent copy of I-94 (<https://i94.cbp.dhs.gov/>)
- 7) Two passport type color photos, 2" x 2" on white or off-white background. Photos must be taken **within 30 days**.
- 8) Copy (front and back) of previously issued Employment Authorization Documents (EAD cards), if applicable

STEP 2: Receive the OPT I-20 from the International Office via e-mail.

Please allow **5 business days** for processing time. After you receive your OPT I-20, please print and sign your name under the "Student Attestation" section.

STEP 3: Submit the OPT application and your signed OPT I-20 online through the USCIS website.

Go to USCIS website (<https://myaccount.uscis.gov/>) Select "myUSCIS" ; Select "File a form online" ; "I-765, Application for Employment Authorization" ; "(C)(3)(B) Student Post-Completion OPT" ; "Initial Permission to accept employment" ; read the instructions **very carefully** to complete the form.

- 1) Complete your information under **"About you."**
- 2) Upload required documents under **"Evidence."**
 - a. Make sure to upload your OPT I-20 from the International Office that you just signed.
 - b. Make sure to submit the previous EAD card, previous authorized CPT I-20, along with your OPT Application Supplemental Info Form
 - c. **No need** to submit signed OPT Acknowledgement Form and OPT Advisor Recommendation Form

IMPORTANT REMINDERS

- ✓ OPT documents must be received by USCIS within 30 days of the date issued on your OPT I-20. Failure to submit your OPT documents within this timeline will result in an automatic denial by USCIS.
- ✓ OPT documents must be received by USCIS before the end of your 60-day grace period. The 60 days grace period starts from the program end date on your I-20 and ends 60 days after the program end date on your I-20. Failure to submit your OPT documents within this timeline will result in an automatic denial by USCIS.
- ✓ You may apply for OPT up to 90 days prior to your program end date on your I-20 SEVIS record.
- ✓ You must request a start date for OPT any date after your program end date but **not** beyond 60 days after your program end date on your I-20 SEVIS record.
- ✓ You must specify your OPT start date on your OPT advisor recommendation form.
- ✓ If you move (which is not recommended during the OPT application review), you must file a change of address AR-11 form with USCIS. Failure to notify us about your address change will significantly delay the processing and/or potential loss of your EAD card.
- ✓ USCIS takes no responsibility if your EAD card is lost in the mail so, please make sure to file a change of address AR-11 form with USCIS if you move during the OPT approval process.
- ✓ Passport needs to be valid for **at least 6** months in the future.
- ✓ **It's your legal responsibility to report to INTERNATIONAL OFFICE within 10 days, if you have any changes in student's legal name, student's residential address (USA), job title, supervisor's name, supervisor's email, supervisor's phone, company name, company address, employment start date.**

HELPFUL INFORMATION WHEN COMPLETING FORM I-765

- ✓ **Name:** Please make sure to follow the directions and list your last name/family name all in CAPITALIZATIONS
- ✓ **Other names used:** List any other names that you have used on official documents in the United States.
- ✓ **I-94 Number:** Use the eleven-digit identification number on your I-94 card or electronic form.
- ✓ **Previous employment authorization from USCIS:** Check "yes" if an employment application was submitted directly to USCIS (for example: previous application for OPT, J2 or H1). Check "no" if you only worked on-campus or on CPT.
- ✓ **Last entry and current status:** The stamped date on your most recent I-94 card/electronic form.
- ✓ **"Employment Eligibility" Question:** This is a reference to the regulations for types of OPT: enter **(c) (3) (B)** for Post-Completion OPT.

QUESTIONS?

For questions regarding the OPT application, please email international@mail.fresnostate.edu.