12-month OPT Application Packet

Post-Completion Optional Practical Training (OPT) is temporary employment directly related to a student's major field of study, and it may be used before or after completion of an academic program. OPT may be used for 12 months for each degree level. OPT may be used before or after the completion of a program but it is advisable to use only after graduation. Students on post-completion OPT are limited to 90 days of unemployment. Students with certain STEM majors may be eligible for an additional 24-month extension of post-completion OPT.

- x Maintain valid F-1 status
- x Employment must be in the major's field of study
- x Have not used 12 months or more of full the CPT (Curricular Practical Training) for 12 months
- x Have not regained legal status through reentry du OPT Categories:
  1. Pre-completion (rare)

- ƒ Academic Year
  - ƒ During fall and/or spring semesters, the student has not completed required coursework. On and off-campus work combined cannot exceed a total of 20 hours per week.
- ƒ Vacation Period
  - ƒ Authorization may be part-time or full-time

2.

x Post-completion applications: OPT applications must be received by USCIS no earlier

Item 5	If you may move while this application is being processed, use a stable address such as ISSS. Mail from USCIS is not forwarded by the Postal Service. You may use the University's address if you wish: In Care of: ISSS Street Number: 1215 Wilbraham Road, Springfield, MA 01119
Item 6	If you are using ISSS' address, select 'No.'
Item 7	Put your address (where you actually live).
Item 8-9	It is unlikely you have one of these, put NA
Item 13	If you would like to apply for an SSN, do so here by putting 'yes.' If you have an SSN already, click 'no' and then add it in the boxes (note: many have had to handwrite in this portion)
Item 15-17	Complete these if you would like to apply for an Social Security Number
Item 21a	This is the 11-digit number on your most recent I-94
Item 21c	It is unlikely a student would have one of these. Put NA
Item 24-25	For most students applying for OPT, it is "F-1 Student."
Item 26	See top left corner of your I-20

Submit OPT Application to USCIS

Keep a copy of the above documents for your records. If you pay by credit card, the G-1450
must be on top of the application with your photographs, then put the I-765, followed by
your application materials. Mailf-8(lf-8(ln7 1 Tf3hA-11.6(pl)77TaB]TJ /T(ln7 1i)4(e)]TJaTf3hAlf-8(o))10.1

- x Request for Further Evidence. Occasionally, a student will receive a Request for Further Evidence (RFE) from USCIS. These requests are typically because the application is missing a document or new photographs are required. If you receive such a request tell ISSS IMMEDIATELY to help with your reply to USCIS and submitting the requested documents. Be sure to make copies of your RFE materials before you mail them, and send the reply by courier mail with tracking.

- x EAD Delays. Students should contact the USCIS Contact Center 800-375-5283 if it has been more than 75 days since your application was received (the date listed on your I-797 receipt or date email received).

OPT Portal

SEVP allows students to update via the OPT portal. You will receive an email after OPT approval.

Requirements while on OPT:

- x On-

Western New England University | 1215 Wilbraham Road | Springfield, MA 01119-2684 | Tel: 1-413-796-2389 | Fax: 1-413-782-1512 | isss@wne.edu
ISSS Website

Updated 4/22/2019 KA

OPTRequest Form

Section 1: Student Information *(REQUIRED, to be completed by student)*

Students Name: _____

Current Address: _____

Phone Number: _____Email address: _____Major: _____

Degree LevelBachelor_____Masters_____ PhDJ.D./PharmD _____

Term finish courseworkFall____Winter ____Spring____Summer_____Year: _____

Section 2: OPT Dates: *(REQUIRED, to be completed by student)*

*If this is a PhD/Thesis student, when did