

1. Post-completion OPT can be filed up to **90 days before** the program end-date and **up to 60 days after** the program end-date, provided that it is filed within 30 days of the date the DSO enters the OPT recommendation into SEVIS.
2. Employment authorization will begin on the date requested or the date the employment authorization is adjudicated, whichever is later.
3. You must inform International Services (IS) at the beginning of your authorized employment, so we can validate your SEVIS record.
4. All students are required to update IS of their name, address, employer's name and address, and any periods of unemployment while on OPT within 10 days of moving/changing, by submitting the **Form IS-150 Data Validation**.
5. **You may not accrue a total of more than 90 days of unemployment** during any post-completion OPT. Additionally, you must work at least 20 hours per week.
6. Submit a copy of EAD (OPT) card to IS immediately upon your receipt.
7. While on OPT, your job (paid or unpaid) should be directly related to your field of study and commensurate with your level of education.

Part I. Student Information

1. Student Name _____ 2. Email _____ 3. SEVIS ID No. N000 _____
 4. Degree _____ 5. Major _____ 6. No. of Credits Remaining to Graduate _____
 7. Expected Date of Completion _____ 8. Proposed OPT Start Date _____ End Date _____

Part II. Past Employment Information

List all periods of previous authorized employment for practical training (If applicable)

Curricular Practical Training	Optional Practical Training

Part III. Contact Information and Signatures

Student		Academic Advisor/Department Chair	
Name		Name	Title
Address		Phone No.	Email @Clemson.edu
		Department anticipates student will complete required coursework on (date)	
Phone No.		Signature	
Signature			

Part IV. Instructions

Call to make an appointment with an International Advisor and bring the following with you:

1. Completed and signed Form IS-140
2. Completed [Form G-1145](#), if you wish to receive electronic notification from USCIS
3. Completed [Form I-765](#): Be sure the answer to question 16 on Form I-765 is (c)(3)(B)
4. Check or money order for \$380.00 payable to the Department of Homeland Security
5. Photo copy of Form I-94 (front and back)
6. Photo copy of passport and visa (If you are a Canadian citizen, you may enclose a copy of your citizenship card or a birth certificate & a government-issued photo ID)
7. Two U.S. passport-style photos (print your name on back of photo)
8. A copy of your previously approved EAD (OPT) card (both sides), if applicable

During the interview, the International Services Advisor will review your status and if requirements are met, the advisor will generate an **OPT Form I-20** and make the recommendation for practical training on Page 3 of the Form I-20.

Mail all the documents listed on the left (except item No. 1, Form IS-140) including the OPT Form I-20, within 30 days after the OPT Form I-20 was issued by certified mail with return receipt to the following address (Keep a copy for your record):

For U.S. Postal Service: USCIS
PO Box 660867
Dallas, TX 75266

For private couriers: USCIS
FedEx, DHL, UPS Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

If your address provided on Form I-765 is not a South Carolina address, please read page 11 of [Form I-765 Instructions](#) to find out the correction mailing address.