



# UNION UNIVERSITY

INSTITUTE *for* INTERNATIONAL  
and INTERCULTURAL STUDIES

## Post-completion Optional Practical Training Application

Post-completion Optional Practical Training or OPT is off-campus work authorization in your field of study, granted by the United States Citizenship and Immigration Services (USCIS). The authorization is for 12 months and 40 hours per week.

### Eligibility requirements for post-completion OPT.

- An F-1 student must have been lawfully enrolled on a full-time basis in a Service-approved college, university for one full academic year to be eligible for OPT.
- Student must be within 90 days of program completion date (graduation) to apply for post-completion OPT.
- Work done for OPT must be directly related to the student's major area of study.
- An F-1 student who engage in an aggregate of 12 months or more of full-time curricular practical training (CPT) or pre-completion OPT at the same educational level are ineligible for post-completion OPT.
- Student must receive approval from International Student Advisor before applying for post-completion OPT.

Please review the contents of this packet and read through the instructions carefully.

### This packet includes:

- Post-Completion Application Instructions
- Union University F-1 Student Request for Optional Practical Training
- Union University Reporting Requirements for Optional Practical Training (2 copies)
- Copy of Form I-765
- Union University Directions for Completing Form I-765

To determine your eligibility for post-completion OPT please make an appointment with Union University International Student Advisor.

Emily Harper  
International Student Advisor (Primary Designated School Official)  
1050 Union University Drive  
Jackson, TN 38305  
[eharper@uu.edu](mailto:eharper@uu.edu)  
731-661-5031

## Post-Completion OPT Application Instructions

Students must apply for OPT PRIOR to completion of studies (3 months). Training is limited to a maximum of 12 months following the completion of study. You are strongly advised to apply 90 days (3 months) prior to your graduation date.

To apply for Post-Completion OPT:

- 1) Pick up your Post-Completion OPT Packet from the International Student Office
- 2) Make an appointment with the International Student Advisor to review your eligibility for Post-OPT application.

For your appointment bring all the documents listed below for review by the International Student Advisor:

\_\_\_\_\_ Read and sign 'F-1 Student Request for Optional Practical Training' form (*for DSO use; do not mail this form to USCIS*)

\_\_\_\_\_ Read and sign both copies of 'Reporting Requirements for F-1 Students while on OPT' form. (*for DSO use; do not mail these forms to USCIS*)

\_\_\_\_\_ 3 copies (one original and 2 copies) of the completed and signed I-765 (see specific instructions on page 2)

\_\_\_\_\_ 2 copies of any old Form I-20s with Employment Authorization (of applicable)

\_\_\_\_\_ 3 Photocopies of Passport Identification Page (the one with your picture, nationality, etc.)

\_\_\_\_\_ 3 Photocopy of most recent F-1 Visa

\_\_\_\_\_ 3 Photocopy of I-94 (front and back) or print out of I-94 information from <https://i94.cbp.dhs.gov/i94/request.html>

\_\_\_\_\_ 2 Color Passport style photographs

\_\_\_\_\_ Very neatly, write your name **\*\*as it appears on your passport and I-20\*\*** and your SEVIS ID# which is found at the top of your I-20, above the barcode.

\_\_\_\_\_ Make 2 copies of your Passport photos with your name and SEVIS ID on the back.

\_\_\_\_\_ Application Fee of \$380, (must be check or money order payable to **U.S. Department of Homeland Security**)

\_\_\_\_\_ Make 2 copies of your completed money order or check

- 3) The International Student Advisor will review all your documents. If you are eligible for OPT the advisor will create a new Form I-20 recommending OPT.

When you receive the two I-20s from the International Student Office

- a. Print your name, sign and date just page one
  - b. Keep the original copy for yourself – this will be your Form I-20 until we hear a decision from USCIS
  - c. Put one copy with the package to send to USCIS (see step 4a below)
- 4) You are going to make three groups of documents – one to send to USCIS, one for your files, and one for my files.
- a. For the USCIS group (in this order):**
    - i. The original I-765
    - ii. A plain(standard size) envelope that contains the passport photos and money order – write “passport photos and money order” on the outside of the envelope
    - iii. One I-20 (a copy of the new original that I give you – not an old one)
    - iv. Copy of your passport id page
    - v. Copy of your visa
    - vi. Copy of the front and back of your I-94
  - b. In your pack and the packet for the International Student Advisor:**
    - i. Copy of I-765
    - ii. Copy of passport photos
    - iii. Copy of money order
    - iv. Copy of passport
    - v. Copy of visa
    - vi. Copy of front and back of your I-94
    - vii. Signed copy of the Reporting Requirements for F-1 Students while on OPT
- 5) Mail your USCIS paperwork (packet ‘a’) via UPS or FedEx within 30 days of receive your new I-20. (this is not mandatory, but is the best way to ensure that your package arrives on time)

If you mail your application using the U.S. Postal Service:

USCIS  
PO Box 660867  
Dallas, TX 75266

If you mail your application using UPS or FedEx mail and courier deliveries:

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

- 6) Keep your copies with all other immigration paperwork you may have in a safe place.
- 7) To check on your OPT application status, please visit  
<https://egov.uscis.gov/cris/Dashboard.do>.

# Directions for completing form I-765

Please visit <http://www.uscis.gov> for more detailed instructions for completing form I-765.

- Check “permission to accept employment”
- Complete blanks #1 and #2
- For the address (question #3), use: UU 1858, 1050 Union University Dr., Jackson, TN 38305
- #4-9 are self explanatory
- For #10 – use your I-94 number (white card stapled into your passport) or visit <https://i94.cbp.dhs.gov/i94/request.html>
- Your answer will be “no” for #11 (unless you have previously applied for employment using form I-765 before; if so, complete the next two blanks and include copies – front and back – of your previous OPT card)
- Skip to #12 – this will be indicated on your I-94 (the port of entry the last time you entered the US)
- #13 – Port of entry is also listed on your I-94 (in a 3 letter abbreviation for the city/airport)
- #14 and #15 will both be “F-1 Student”
- #16 enter (C)(3)(B) for post-completion OPT --- enter (C)(3)(A) for pre-completion OPT
- Skip #17
- Sign, date and enter telephone number in “Block 16”

Please visit <http://www.uscis.gov> for more detailed instructions for completing form I-765.



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## REPORTING REQUIREMENTS

### F-1 Students during OPT

**1. Students are required to work only after USCIS approves EAD.**

- a. A student cannot begin OPT employment until the start date indicated on the EAD issued by USCIS. For standard post-completion OPT, "a student may not request a start date that is more than 60 days after the student's program end date."

**2. Students are required to engage only in work directly related to the student's major course of study.**

- a. SEVP recommends that the student maintain evidence for each job documenting the position held, proof of the duration of that position, the job title, contact information for the student's supervisor or manager, and a description of the work.
- b. If it is not clear from the job description that the work is related to the student's degree, SEVP recommends that the student obtain a signed letter from his or her hiring official, supervisor, or manager stating how the student's degree is related to the work performed.

**3. Students must maintain records of Limited Periods of Unemployment**

- a. During post-completion OPT, F-1 status is dependent upon employment.
- b. Students may not accrue an aggregate of more than 90 days of unemployment during any post-completion OPT carried out under the initial post-completion OPT authorization.
- c. Students granted a 17-month OPT extension may not accrue an aggregate of more than 120 days of unemployment during the total 29-month OPT period.

**4. All students on OPT are required to report to the DSO:**

- a. Any change of name or address
- b. Any interruption of such employment
- c. Name and address of employer

**5. Travel and Reentry**

- a. An F-1 student engaged in pre-completion OPT follows the same procedure for visits abroad and re-entry as all F-1 students
- b. An F-1 student who is engaged in post-completion OPT who travels outside the United States temporarily (i.e., less than 5 months) can be readmitted to resume employment for the remainder of the period authorized on his or her EAD card, provided:
  - i. The student presents a Form I-20 endorsed by the DSO within the preceding 6 months
  - ii. The student presents an unexpired EAD, and
  - iii. The student is returning to resume employment.
- c. Students approved for post-completion OPT continue to be in F-1 status. They are therefore subject not only to the requirements that they have an I-20 endorsed for travel and an EAD, but to the requirement that they have a valid F-1 visa to re-enter the United States, unless they are exempt from the visa requirement.

**By signing below, I agree to comply with the SEVIS regulations regarding my responsibilities while on Optional Practical Training.**

Student Signature

Date

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