

Below is a checklist of the items you need to complete your Optional Practical Training application. A full description of eligibility for Optional Practical Training and the steps needed to complete the application process can be found at the ISSO and on the ISSO web site at the following URL: [www.bu.edu/isso/students/current/f1/employment/off-campus/optional.html](http://www.bu.edu/isso/students/current/f1/employment/off-campus/optional.html)

**To apply for Optional Practical Training you will need to bring the following documents to your appointment with your ISSO advisor.**

- Personal Check or Money Order for **\$380.00**, payable to “**U.S. Department of Homeland Security.**”
- USCIS Form I-765, attached (a [PDF version](#) is available on the ISSO’s OPT web page above or from the USCIS web site at [www.uscis.gov/forms](http://www.uscis.gov/forms)).
  - It is *strongly recommended* that you fill out the PDF version of the form, then print and sign it. If you choose to complete it by hand, print neatly in BLOCK letters using [blue ink](#).
  - Use an address in section three (3) that will be valid for at least three (3) months.
  - Leave section 16 blank. Your ISSO advisor will help you determine the correct code during your OPT appointment.
- Two (2) photographs. These must meet USCIS/DOS passport color photograph specifications (visit [travel.state.gov/passport/get/first/first\\_830.html](http://travel.state.gov/passport/get/first/first_830.html), see Step 7). The photographs should only be cut by the photo establishment. Do not cut them yourself.
- Any previous Employment Authorization Documents (EADs), if applicable.
- Current Form I-20 and *all* previous Forms I-20.
- Valid passport
- Form I-94 Departure Card (originals, not copies).
- Optional Practical Training Acknowledgement* (attached), completed and signed.
- Additional Support Documentation as follows, if applicable:
  - **Verification from Academic Department of Thesis/ Dissertation Requirement** – graduate students who have completed all course requirements, but are still finishing thesis/dissertation research or the equivalent, must provide a letter from their academic department that verifies this and the date they are expected to complete the research requirements (e.g. date of final defense). **This letter is required of all students in a doctoral program** unless their thesis has already been accepted by the library and a notation indicating this can be seen on their electronic transcript.
  - **Proof of Expected Graduation** – Students applying for OPT to begin after completion of their program of study must be registered for graduation in the university information system (UIS), **OR** must provide a letter from their academic department verifying the date they are expected to complete their program.



## Optional Practical Training Acknowledgement

International Students & Scholars Office ♦ 888 Commonwealth Avenue, Second Floor ♦ Boston, Massachusetts ♦ 02215  
Telephone: 617/353-3565 ♦ [isso@bu.edu](mailto:isso@bu.edu) ♦ [www.bu.edu/isso](http://www.bu.edu/isso) ♦ Facsimile: 617/358-1170

NAME: \_\_\_\_\_ BU ID: \_\_\_\_\_

There are several important rules and procedures that must be followed after applying for Optional Practical Training (OPT) employment authorization. Complying with these rules and procedures is necessary to maintain lawful F-1 immigration status. Please review carefully each item below, then sign this form to confirm that you understand and will abide by them. Your signature also confirms your requested OPT dates. The original, signed copy of this acknowledgement will be kept in your ISSO file and a copy will be given to you for your reference. Additional information on about these responsibilities can be found on the ISSO web site.

1. **Thirty-day filing deadline:** I understand that my OPT application must reach the USCIS Service Center no later than 30 days after my ISSO advisor signs the OPT recommendation on my new Form I-20.
2. **Failure to complete program requirements:** I understand that if I fail to complete all the requirements of my program, I must request an extension of my Form I-20 prior to the program end date found in item #5 of my latest I-20. I know that this may invalidate or otherwise effect the OPT authorization.
3. **Submission of EAD to the ISSO:** I understand that I must bring my OPT Employment Authorization Document (EAD) to the ISSO as soon as it is issued by the USCIS so that it may be copied and the approval recorded appropriately.
4. **Working in my major field of study:** I understand that any employment I accept, or another OPT activity in which I participate, must be directly related to my major field of study and must be commensurate with my current level of education. I know that I should keep records that will verify this.
5. **Reporting requirements:** I understand that in order to maintain my immigration status while on OPT, I must (further information on reporting is at: [www.bu.edu/isso/students/current/f1/employment/off-campus/EmployerAddressReport.html](http://www.bu.edu/isso/students/current/f1/employment/off-campus/EmployerAddressReport.html)):
  - a. Notify the ISSO of my new address within ten days if I should move residence. I can do so by updating the **Immigration-U.S.** address in the Student Link ([www.bu.edu/link](http://www.bu.edu/link)) or by sending an email to [isso@bu.edu](mailto:isso@bu.edu).
  - b. Report OPT location/employer name and address, efforts to seek employment, and interruptions in employment: I understand I am required to report the name and address of my OPT location/employer. If I stop working, I must report that there has been an "interruption in employment". I can report this information by updating the **OPT Location/Employer Address** in the Student Link ([www.bu.edu/link](http://www.bu.edu/link)).
6. **Periods of unemployment during post-completion OPT:** I understand that I may not accrue an aggregate of more than 90 days of unemployment during my post-completion OPT period. I will keep thorough and accurate records of my job search, employment or other OPT activities, and periods of unemployment.
7. **Traveling outside the U.S.:** I understand that if I travel outside the U.S. without the following items, I will experience difficulty when returning and could, in fact, be prohibited from re-entering the U.S.
  - a. Valid passport
  - b. F-1 visa in my passport that will be valid on the day I plan to return to the U.S. If I do not have a visa that will be valid for my return, I will obtain one at a U.S. consulate or embassy while outside the U.S.
  - c. Travel signature on my Form I-20 that is less than six (6) months old.
  - d. OPT Employment Authorization Document (EAD, also known as "OPT Card")
  - e. Letter from my employer to prove that I have a job or OPT activity to resume when I return to the U.S., or an offer letter to show that I will begin a job/activity upon my return to the U.S.

Continued

8. **Invalidating OPT:** I understand that my OPT will be cancelled or invalidated if I commence a new program of study, transfer my SEVIS record to a new school, engage in unauthorized employment, or otherwise violate my F-1 immigration status.
9. **Sixty-day “grace” period after OPT:** I understand that I am permitted a period of 60 days to remain in the U.S. following the end date on my OPT EAD. I may **not** work during this period unless my immigration status is changed to a classification that permits employment, or my employer has submitted a timely filed petition to change status to H-1B to begin on October 1<sup>st</sup> following my OPT end date that would enable me to take advantage of an extension of my OPT authorization under “cap-gap” regulations. I can also use this time to transfer my F-1 status to another school, apply for a change of status, process a level change to begin a new program of study, or to depart the U.S. (which I must do no later than the sixtieth day).
10. **Limits on future periods of OPT:** I understand that I am eligible for only one 12-month period of OPT per education level (e.g., bachelor’s, master’s, Ph.D., etc.). I understand that in limited situations, I may be eligible to apply for a 17-month extension of my OPT authorization, and that I must apply for the extension prior to the end date of my initial OPT period.
11. **Cancelling my application:** If extraordinary circumstances warrant it, I can attempt to cancel my OPT application only if the application has not yet been adjudicated (approved) by the USCIS Service Center. I will work with my ISSO advisor if cancellation becomes necessary.
12. **OPT start and end dates:** I am responsible for choosing the employment dates below which will be recorded in the ISSO’s recommendation on my Form I-20. I know that I will not be able to change them should the dates become incompatible with a future offer of employment. I also understand that I cannot extend OPT beyond 12 months even I have not worked for the entire OPT period, unless I qualify the STEM OPT extension.
13. **Beginning employment:** I know that I may not begin work until I have the OPT EAD (card) in my possession and the start date of the EAD has been reached. To do so constitutes unauthorized employment and a violation of my F-1 status.

I request the following OPT dates:

Start date: \_\_\_\_\_ End Date: \_\_\_\_\_  Full-time  Part-time

**Acknowledgement:** *I have read and understand the above rules and procedures and will abide by them. I verify that I have not used any period of OPT at my current educational level or a higher educational level that would disqualify me from the OPT authorization I now seek.*

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*

*Original to file / Copy to Student*

One (but only one) of these boxes **must** be checked or USCIS will return your application:

Choose the **first box** if you have never applied before.

Choose the **third box** if you have applied in the past for an EAD for any reason.

This is the address to which the EAD will be mailed. Be sure it is complete, clear and accurate. If you will not live at this address for at least three months after you submit the application, use another address (e.g., a friend's address). If you use someone else's address, be sure to write "c/o" plus their name in the address line.

Complete section 17 **ONLY** if you are applying for the 17-month extension of OPT for STEM majors. "Degree" should be entered as:

- Bachelor's
- Master's
- Doctorate

Answer YES only if you have applied directly to the USCIS for employment authorization before. This does not refer to on-campus employment or Curricular Practical Training authorization.

**REMEMBER** to sign and date the form. Include your home or cell phone number. Keep your entire signature between the lines.

OMB No. 1615-0040; Expires 09/30/11  
**I-765, Application For  
Employment Authorization**

**Department of Homeland Security  
U.S. Citizenship and Immigration Services**

**Do not write in this block.**

Remarks	Action Block	Fee Stamp
A#		
Applicant is filing under §274a.12 _____		
<input type="checkbox"/> Application Approved. Employment Authorized / Extended (Circle One) until _____ (Date). Subject to the following conditions: _____ (Date). Application Denied. <input type="checkbox"/> Failed to establish eligibility under 8 CFR 274a.12 (a) or (c). <input type="checkbox"/> Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		

I am applying for:  Permission to accept employment.  
 Replacement (of lost employment authorization document)  
 Renewal of my permission to accept employment (attach previous employment authorization document).

1. Name (Family Name in CAPS) (First) (Middle) Which USCIS Office? Date(s)  
**SAMPLE Maxwell Thadeous**

2. Other Names Used (Include Maiden Name)

3. Address in the United States (Number and Street) (Apt. Number)  
**123 S. Pleasant Street 3R**  
 (Town or City) (State/Country) (ZIP Code)  
**Brighton MA 023456**

4. Country of Citizenship/Nationality  
**United Kingdom**

5. Place of Birth (Town or City) (State/Province) (Country)  
**Cardiff Wales United Kingdom**

6. Date of Birth (mm/dd/yyyy) 7. Gender  
**11/18/1980**  Male  Female

8. Marital Status  Married  Single  
 Widowed  Divorced

9. Social Security Number (Include all numbers you have ever used) (if any)  
**123-45-6789**

10. Alien Registration Number (A-Number) or I-94 Number (if any)  
**346512100 12**

11. Have you ever before applied for employment authorization from USCIS?  
 Yes (if yes, complete below)  No

12. Date of Last Entry into the U.S. (mm/dd/yyyy)  
**07/19/2007**

13. Place of Last Entry into the U.S.  
**Boston**

14. Manner of Last Entry (Visitor, Student, etc.)  
**F-1 Student**

15. Current Immigration Status (Visitor, Student, etc.)  
**F-1 Student**

16. Go to Part 2 of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(ii), etc.).  
 Eligibility under 8 CFR 274a.12 ( ) ( ) ( )

17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.  
 Degree: \_\_\_\_\_  
 Employer's Name as listed in E-Verify: \_\_\_\_\_  
 Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number: \_\_\_\_\_

**Certification**  
**Your Certification:** I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in **Part 2** and have identified the appropriate eligibility category in **Block 16**.

Signature **Maxwell T. Sample** Telephone Number **617-555-8956** Date **04/08/2008**

Signature of person preparing form, if other than above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_

Remarks \_\_\_\_\_

346512100 12

Form I-765 (Rev. 02/12/10)Y

This is the place where your I-94 card was issued.

If you entered the U.S. in another status (e.g., F-2), then applied to change your status to F-1, enter the previous status here.

Leave this section blank. Your ISSO advisor will help you decide the correct code to enter.



# I-765, Application For Employment Authorization

**Do not write in this block.**

Remarks	Action Block	Fee Stamp
A#		
Applicant is filing under §274a.12 _____		

Application Approved. Employment Authorized / Extended (*Circle One*) until \_\_\_\_\_ (Date).  
 \_\_\_\_\_ (Date).  
 Subject to the following conditions: \_\_\_\_\_  
 Application Denied.  
 Failed to establish eligibility under 8 CFR 274a.12 (a) or (c).  
 Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)

I am applying for:  Permission to accept employment.  
 Replacement (*of lost employment authorization document*).  
 Renewal of my permission to accept employment (*attach previous employment authorization document*).

1. Name (Family Name in CAPS) (First) _____ (Middle) _____	Which USCIS Office? _____	Date(s) _____
2. Other Names Used (include Maiden Name) _____	Results (Granted or Denied - attach all documentation) _____	
3. Address in the United States (Number and Street) _____ (Apt. Number) _____	12. Date of Last Entry into the U.S. (mm/dd/yyyy) _____	
(Town or City) _____ (State/Country) _____ (ZIP Code) _____	13. Place of Last Entry into the U.S. _____	
4. Country of Citizenship/Nationality _____	14. Manner of Last Entry (Visitor, Student, etc.) _____	
5. Place of Birth (Town or City) _____ (State/Province) _____ (Country) _____	15. Current Immigration Status (Visitor, Student, etc.) _____	
6. Date of Birth (mm/dd/yyyy) _____ 7. Gender _____ Male _____ Female _____	16. Go to <b>Part 2</b> of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(iii), etc.). Eligibility under 8 CFR 274a.12 ( ) ( ) ( )	
8. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced	17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below. Degree: _____ Employer's Name as listed in E-Verify: _____ Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number _____	
9. Social Security Number (include all numbers you have ever used) (if any) _____		
10. Alien Registration Number (A-Number) or I-94 Number (if any) _____		
11. Have you ever before applied for employment authorization from USCIS? <input type="checkbox"/> Yes (If "Yes," complete below) <input type="checkbox"/> No		

## Certification

**Your Certification:** I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in **Part 2** and have identified the appropriate eligibility category in **Block 16**.

Signature \_\_\_\_\_ Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

**Signature of Person Preparing Form, If Other Than Above:** I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Remarks	Initial Receipt	Resubmitted	Relocated		Completed		
			Rec'd	Sent	Approved	Denied	Returned



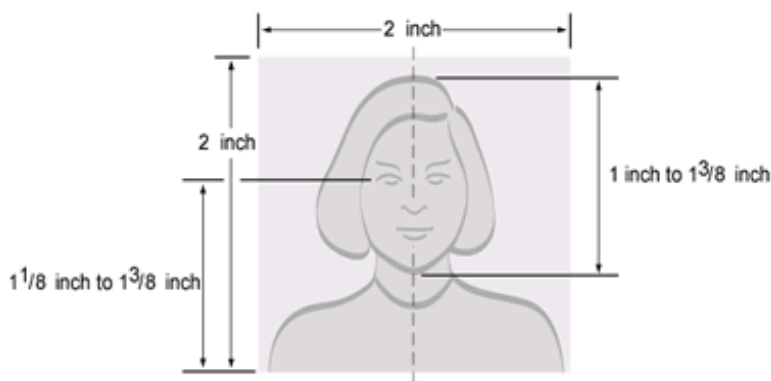
Use the following specifications when obtaining pictures to be submitted to U.S. Citizenship and Immigration Services (USCIS). For more information on photo specifications, go to:

[www.travel.state.gov/passport/get/first/first\\_830.html](http://www.travel.state.gov/passport/get/first/first_830.html)

(See "Step 7")

- The photo must be in color
- The picture must show your full face, front view, eyes open
- Make sure photo presents your full head from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches (25 mm to 35 mm)
- Your head must be in the center of the frame
- Make sure eye height is between 1-1/8 inches to 1-3/8 inches (28 mm and 35 mm) from bottom of photo
- Must be against a plain white or off-white background
- There can be no distracting shadows on the face or background
- Do your best to have a natural expression

### Photo Dimensions and Sample



**The entire image must fit inside this box  
(do not cut photos)**

**Form G-1145, E-Notification of  
Application/Petition Acceptance****Who Can Receive E-Mails and/or Text Messages?**

When you file an immigration form at one of the three U.S. Citizenship and Immigration Services (USCIS) Lockbox facilities, you will have the option to receive an e-mail and/or text message informing you that USCIS has accepted your application or petition. If you provide an e-mail address and a cell phone number, you will receive both types of electronic notification (e-Notification) messages.

The three USCIS Lockbox facilities are located in Chicago, IL, Phoenix, AZ, and Lewisville, TX.

You should verify where to file by reviewing the filing instructions related to your immigration form(s). Please note that some immigration forms will continue to be filed with USCIS Service Centers or Field Offices. USCIS Service Centers or Field Offices will not provide e-mail and text message notifications at this time. USCIS will continue to expand its e-Notification messaging capabilities to include these filings.

**When Will I Be Notified?**

USCIS will notify you within 24 hours of accepting your immigration form(s).

**What Will the E-Mail or Text Message Include?**

The message will provide a receipt number as information but will not constitute official notice of acceptance. The e-mail notice will also provide a brief statement on how to get additional information about the status of your case.

USCIS will then send the official receipt notice, Form I-797C, Notice of Action, to the person seeking the benefit or the person's representative, as appropriate, via the U.S. Postal Service. There will be no e-Notification for acceptance of Form G-28. E-mail or text messages that cannot be delivered will not be retransmitted.

**What If I Want to Submit Multiple Applications?**

If you are submitting multiple immigration forms for one applicant, please clip this entire form with the e-mail address and/or cell phone number (see below) to the front of the first immigration form of the package. You will receive a separate e-mail and/or text message for each accepted immigration form.

For representatives who file multiple unrelated immigration forms in one envelope, and who want their clients to receive e-Notification(s), this form, with the notification information provided below, must be clipped to the front of each related package of immigration forms. The e-Notification message will provide a receipt number for each immigration form but will not include the applicant's name because the message cannot be sent over a secure network. One e-mail and/or text message will be sent per accepted immigration form; e-Notification will only be sent to the person requesting the benefit(s).

**Does the E-Notification Grant Any Type of Status or Benefit?**

No. The e-mail or text message does not grant any immigration status or benefit. You may not present a copy of the e-mail or text message as evidence that USCIS has granted you any immigration status or benefit. Receipt of the transmission cannot be used as supporting evidence for other benefits.

**Will USCIS Cover My Costs to Receive E-Mails and Text Messages?**

No. USCIS assumes no legal responsibility for your costs to receive e-mail and text messages. USCIS will not reimburse you for any costs related to e-Notification.

**How Can I Request E-Mails or Text Messages?**

If you submit your immigration form(s) to a USCIS lockbox facility and include your e-mail and/or cell phone number in the appropriate box below, USCIS will use this information as permission to send an e-Notification to you.

**Paperwork Reduction Act**

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at three minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529-2210. OMB No. 1615-0109. **Do not mail your application to this address.**

**Complete this form and clip it on top of the first page of your immigration form(s).**

Applicant/Petitioner Full Last Name

Applicant/Petitioner Full First Name

Applicant/Petitioner Full Middle Name

E-Mail Address

Cell Phone Number (Text Message)

