

POST-COMPLETION OPTIONAL PRACTICAL TRAINING

Step 1

Attend a Practical Training Workshop and obtain and complete the following documents:

- Form I-765
 - Obtain a recommendation letter from your academic or major advisor (see attached sample)
 - Obtain the completed graduation checklist and/or candidacy for graduation from Student Services Center or Advisor
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Step 2

Submit the following documents to International Programs and Services (IPS) for processing:

- Your current original SJSU I-20 and any previous I-20s
- Completed Form I-765
- Recommendation letter from your academic or major advisor
- The completed graduation checklist / candidacy for graduation form from Student Services Center or Advisor

IPS processing time is at least 2-3 weeks.

Step 3

After collecting your paper work from IPS:

- Make photocopies of all documents for your records before sending
 - Send documents (stapled together in the order listed below) by certified return receipt mail to:
CALIFORNIA SERVICES CENTER
P.O. BOX 10765
LAGUNA NIGUELL, CA 92607-1076
1. Original Form I-765
Stapled on top of I-765:
Two photos – print your name & I-94 number on back of photo in pencil and place in small envelope
\$340.00 personal check payable to USCIS (United States Citizenship and Immigration Services)
 2. Photocopy of endorsed SJSU I-20 and photocopies of any previous I-20
 3. Photocopy of both sides of your I-94 card
 4. Photocopy of passport and visa pages
 5. Photocopy of old EAD card (if applicable)
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Step 4

- When you receive the "Notice of Action" letter (form I-797A) from USCIS confirming their receipt of your OPT application, make sure to keep it for your records. You will need to refer to it to check your application status online.
- After receiving your EAD card for your authorized period of OPT from USCIS, you must bring or fax a photocopy to the IPS office.
- New F-1 regulations require you to inform IPS of the name and address of each employer during OPT, also to report any periods of unemployment, and any change in your address.
- IPS will continue to sign your I-20 (for travel) during OPT every 6 months.
- NOTE: If you do not graduate by the completion date indicated in item #5 on your new post-completion OPT I-20, you will be out of status and your OPT will be invalid.
If your graduation will be delayed you must file an Extension of Stay with the IPS office BEFORE the I-20 completion date to remain in legal F-1 status.



U.S. Citizenship and Immigration Services

USCIS Is Making Photos Simpler



**Old Three-Quarter
Style Photo**



**New Passport
Style Photo**

Photos Must Be in Color

Washington, DC — In accordance with language specified in the Border Security Act of 2003, U.S. Citizenship and Immigration Services (USCIS) announced a change in the photo requirements for all applicants from a three-quarter face position to a standard, full-frontal face position to take effect **August 2, 2004**.

USCIS will accept both three-quarter and full-frontal color photographs until **September 1, 2004**, after which only full-frontal color will be accepted.

The application process of customers who have already submitted materials that include color photos with the three-quarter standard **will not** be affected by this change.

All photos must be of just the person. Where more than one photo is required, all photos of the person must be identical. All photos must meet the specifications for full-frontal/passport photos.

For more information on photo standards, visit the Department of State website at <http://www.travel.state.gov/passport/pptphotos/index.html>, or contact the USCIS National Customer Service Center at 1 800 375 5283.



INTERNATIONAL PROGRAMS AND SERVICES (IPS)
Clark Hall, room 543, Tel: (408) 924-5920. Fax: (408) 924-5976. Ext Zip 0221

POST-COMPLETION OPTIONAL PRACTICAL TRAINING (OPT)

SECTION 1: FOR STUDENT TO COMPLETE

Family Name: _____ First Name: _____

Student ID#: _____ Female ☐ Male ☐

Email: _____ Telephone #: _____

U.S. Address: _____

Major: MS General Engineering Undergraduate ☐ Graduate ☒ 2nd Bachelor ☐

Date of when you expect to complete your degree: _____

Requested OPT dates: Beginning date: _____

Ending date: _____

NOTE: OPT START DATE SHOULD BE AT LEAST 3 MONTHS IN THE FUTURE TO ALLOW FOR CSC PROCESSING TIME. IPS CANNOT HELP WITH PROBLEMS CREATED BY A REQUEST DATE EARLIER THAN THE RECOMMENDED 3 MONTHS.

SECTION 2: FOR IPS STAFF TO COMPLETE

Date Received:

Required documents:

- ☐ I-20
- ☐ Form I765
- ☐ Letter from Advisor
- ☐ Graduation checklist and/or Candidacy Form

Status verification/Notes:

Date:

**SAMPLE CONTENT FOR ACADEMIC ADVISOR'S RECOMMENDATION LETTER
FOR OPTIONAL PRACTICAL TRAINING**

The student presenting this form is an F-1 international student applying for optional practical training (OPT) off-campus work authorization from the United States Citizenship and Immigration Services (USCIS). In order for International Programs and Services (IPS) to recommend the student, we need a letter from you, as academic advisor, confirming the student's anticipated completion of studies date and good academic standing. Please address your letter, *on SJSU departmental letterhead*, to International Student Advisor. The letter can be returned to the student or sent by inter-campus mail to IPS at extended zip 0221.

PLEASE NOTE: For USCIS purposes, the program completion date is not the official University's graduation date, but the date used by IPS for the end of the final term of studies.

OPT can be recommended under the four circumstances below. Following, for your use, are the recommended wordings for each.

1. During annual vacation (summer or winter break):

This letter is written to verify that (Student's name) is a full time student in good academic standing in the department of (Major department) expecting to complete a (Bachelor's or Master's) degree by (month/year).

It is my understanding that (Student's name) has an opportunity to obtain practical experience in a job that is related to his/her degree level and field of study. I recommend that he/she apply for optional practical training authorization to gain this experience during the annual vacation period.

2. During the semester:

This letter is written to verify that (Student's name) is a full time student in good academic standing in the department of (Major department) expecting to complete a (Bachelor's or Master's) degree by (month/year).

It is my understanding that he/she has the opportunity to obtain some practical experience in a job that is related to his/her degree level and field of study. I recommend that he/she apply for part-time (up to 20 hours per week) optional practical training authorization during the (fall/spring) semester for (specify exact year) school year.

3. After completion of courses while working on thesis, project, or exam:

This letter is written to verify that (Student's name) is a full time student in good academic standing in the department of (Major department) expecting to complete a (Bachelor's or Master's) degree by (month/year).

He/she has completed all the necessary course work for this degree and is now working on his/her (thesis, project or comprehensive exam).

It is my understanding that (Student's name) has an opportunity to obtain practical experience in a job that is related to his/her degree level and field of study. I recommend that he/she apply for optional practical training authorization to gain this experience.

4. After completion of course of study:

This letter is written to verify that (Student's name) has completed / or will complete all requirements for a (Bachelor's or Master's) degree in (specify field/major) on (specify exact date).

It is my understanding that (Student's name) has an opportunity to obtain practical experience in a job that is related to his/her degree level and field of study. I recommend that he/she apply for optional practical training authorization to gain this experience.

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

**I-765, Application For
Employment Authorization**

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)
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 <input type="checkbox"/> Male <input type="checkbox"/> Female	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)(iii), etc.)	
8. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Widowed	<input type="checkbox"/> Single <input type="checkbox"/> Divorced	Eligibility under 8 CFR 274a.12 (c) (3) (B)	
9. Social Security Number (Include all numbers you have ever used) (if any)		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.	
10. Alien Registration Number (A-Number) or I-94 Number (if any)		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: _____	
11. Have you ever before applied for employment authorization from USCIS? <input type="checkbox"/> Yes (If yes, complete below) <input checked="" 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		

