STOCKTON
U N I V E R S I T Y

Office of Global Engagement
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OFFICE OF GLOBAL ENGAGEMENT
Application for Optional Practical Training (OPT)

Optional Practical Training (OPT) is one type of employment benefit available for eligible F-1 students. It allows students to get real-world experience related to their area of study. Students may take advantage of OPT for a <u>maximum of 12 months cumulatively</u>. <u>STEM</u> major student may be eligible for an additional 24 month of OPT.

Please be advised:

- OPT must be directly related to student's major area of study
- OPT may not exceed 12 months of Full-Time work. Part-Time OPT will accumulate at a 50% rate, where 6 months of Part-Time OPT is equivalent to 3 months of available OPT
- Students MUST find employment within 90 days of being approved for OPT to maintain legal status
- Students may begin their employment only after they receive an approved EAD card.

<u>Types of OPT</u>
Pre-Completion OPT
     •Student must have completed at least 1 Full Time academic year of study
     •Student must be in status
     •OPT must be directly related to student's major area of study
     •Student must work Part Time while school is in session
     •Student may work Full Time when school is not in session
     Note:
     All periods of Pre-Completion OPT will be deducted from the available Post-Completion OPT

Post-Completion OPT
     •Student must have completed his/her degree of study
     •OPT must be directly related to student's major area of study
     •If a student decides to use all 12 months of OPT on Post-completion, he/she must use them all at once, not in separate periods of time

When to Apply:

Pre-Completion

- Students may apply as early as 90 days before being enrolled at Stockton Full Time for one academic year, as long as OPT employment start date is after the one full time academic year requirement
- If one full time academic year requirement has been met students may apply 120 days before requested OPT start date

Post-Completion

- Students may apply as early as 90 days before their program's end date indicated on the student's I-20
- Students who have completed their degree programs may apply up to 60 days after their program end date (during the 60-day grace period)

Application Process:

Part I (for the student)

1. Complete the OPT Request Form
2. Complete Form I-765
   - Fill it out electrically then print it; sign your name in blue ink
   - Check off "*I am applying for*" section of EAD
     - Pre-Completion OPT **(c) (3) (A)** under Item 27
     - Post-Completion OPT **(c) (3) (B)** under item 27
     - 24-month (STEM) OPT Extension **(c) (3) (C)** under section 27
3. I-765 Application Fee (check/money order) payable to the U.S. Department of Homeland Security
4. Photocopy of your passport
   - Biographic page, U.S. visa, and pages with amendments such as name changes, corrections etc.)
5. Photocopy of Form I-94
6. Photocopy of all previous I-20s
7. Two US passport-style photos (with your name and SEVIS ID written in pencil on the back)

Part II (for the DSO)

1. Verify your eligibility for OPT and review your I-765
2. Make the OPT recommendation in the Student and Exchange Visitor Information System (SEVIS) and print out the endorsed I-20. The DSO and student must sign the new I-20
3. Prepare the documents into the following order for shipping:
   - Original signed I-765
   - Application fee
   - Two photos
   - Photocopy of the OPT endorsed I-20
   - Photocopy of all previous I-20 (pages 1 & 2)
   - Photocopy of any previously issued EAD's
   - Photocopy of Form I-94
   - Photocopy of your passport

Part III (for the student)

Based on your address, ship your package to the designate USCIS lockbox facility. If you live in New Jersey, please ship it to:

<div align="center">USCIS Dallas Lockbox</div>

For U.S. Postal Service (USPS):	**For FedEx, UPS, and DHL deliveries:**
USCIS PO Box 805373 Chicago, IL 60680	USCIS Attn: I-765 C03 131 South Dearborn - 3rd Floor Chicago, IL 60603-5517

Remember: Generally, USCIS will need at least 90 days to process your I-765 and send your EAD to the mailing address you've entered in your Form I-765. Please schedule beginning and ending OPT dates accordingly and remember that you may not begin your OPT work until you receive the EAD card.

Social Security Card

If you do not have a Social Security Number (SSN) yet, you may request one within your Form I-765

Travel:

If you have been approved for OPT employment, but do not have a written job offer, you will not be able to re-enter once you leave the U.S.

Important Information:

During Post-Completion OPT, your F-1 status depends directly upon your employment. Therefore, you cannot accrue a combined total of 90 days of unemployment during your authorized Post-Completion OPT. When your Post-Completion OPT ends you must apply for: a STEM OPT Extension (if applicable); apply for a change of Education levels, apply for a change of status or leave the U.S.

OPT Termination:

Your OPT ends when:
- You transfer to another school
- You enroll into a new degree program
- Your EAD expires
- You change to a new immigration status
- Your STEM OPT Extension is denied

Remember: You must report to the Office of Global Engagement as soon as you receive a job offer; report changes to your name, address or employment information within 10 days; report any requests of change of status.

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OFFICE OF GLOBAL ENGAGEMENT
Optional Practical Training (OPT) Request Form

To be completed by student

Family/Last name: _____ Given/First name: _____

Stockton Z#: _____ Phone: _____ Email: _____

☐ Pre-Completion OPT ☐ Post-Completion OPT

Proposed OPT Start Date: _____ OPT End Date_____
mm/dd/yyyy *mm/dd/yyyy*

☐ Part Time ☐ Full Time

I have read and understood the OPT application requirements and attest to the validity and accuracy of the information listed above.

Student's Name (please print): _____

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

☐ APPROVED ☐ DENIED

Signature:_____ Date: _____

If applicable: list all periods of authorized Practical Training, including Curricular Practical Training (CPT) and Optional Practical Training (OPT). Attach separate sheet if necessary:

Previous OPT
    ☐ Full Time   Year of Study: _____
    ☐ Part Time   OPT Start Date: _____ OPT End Date: _____
Previous CPT
    ☐ Full Time
    ☐ Part Time   CPT Start Date: _____ CPT End Date: _____