



## F-1 Optional Practical Training (OPT) – Request Form

Optional Practical Training (OPT) is off-campus employment authorization in a student's field of study for twelve months after completion of their academic program.

### SECTION 1: Application Information (Please fill in the information below)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

DSC ID \_\_\_\_\_ Email [\\_\\_\\_\\_\\_@daltonstate.edu](mailto:_____@daltonstate.edu)

Current I-20 expiration date \_\_\_\_\_ Passport expiration date \_\_\_\_\_

Have you been authorized for full-time CPT in the past?      No      Yes

Have you been authorized for OPT in the past?    No    Yes    If yes, when \_\_\_\_\_ to \_\_\_\_\_  
(From) MM/DD/YYYY (To) MM/DD/YYYY

If previously approved for OPT, on which degree level was it based?      Associates      Bachelors  
Circle One

I want my OPT to start on \_\_\_\_\_ (MM/DD/YYYY)



**SECTION 2: Statement of Understanding: While on OPT you are considered to be in F 1 status and must follow the regulations in order to maintain your status. There are several requirements that are particularly important for students on OPT.**

USCIS Processing Time: I understand that it may take USCIS 90 days to process my EAD card, and that there is no way to expedite the application. I also understand that I cannot work before I receive my EAD card in hand.

Change of Address: I will notify ISE with any changes to my current physical address. The regulations require that I notify ISE within 10 days of the change of address.

Employer Address: I understand the regulations now require me to notify ISE with my employer's address. Once I have secured a job, I will update my employment information. I will also update my employment information when my situation changes (for example, if I am no longer working or when I start a new job).

Unemployment on OPT: I understand that international students on OPT can be unemployed for no more than 90 days during their OPT time period.

School Transfer/Resume Full-Time Study: I understand that my authorization to engage in OPT employment is automatically terminated when I transfer to another school or begin study towards another degree program (even though the dates on the EAD card appear to still be valid). If I plan to transfer to another school or begin a new program, I will notify ISE to transfer my records electronically to the new school.

Change of Status: I understand if I change my immigration status, I must contact ISE to provide proof of the COS to keep my record updated. I will no longer have to abide by F-1 regulations once status is updated.

Social Security & Taxes: I understand that my earnings are subject to applicable federal, state, and local taxes. I must file a tax return on or before April 15 each year.

Health Insurance: I understand that I must keep health insurance coverage while on OPT.

Student Verification: I verify that the above information is true and correct. I understand the responsibilities required for maintaining F-1 status during my period of OPT authorization. If there are any changes to this information I will contact ISE and update my information.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **F-1 Optional Practical Training (OPT) – Information Sheet**

### **Eligibility**

- The student must be in valid F-1 status at the time of application and have been in full-time status for one academic year preceding the application.
- The student must be in the final semester of their academic program
- The student must have no holds on their student record and no balance owed to the college.
- The student must not have been approved for OPT for the same or higher education level.

### How to apply for OPT

- Complete USCIS form I-765
- Submit with form I-765:
  - o Two passport-style photos with I-94 and full name printed lightly in pencil on back of photos
  - o Personal check or U.S. money order for \$485 made out the Department of Homeland Security
  - o Photocopy of passport biographical information (showing passport expiration date & photo)
  - o Photocopy of F-1 visa
  - o Photocopy of Change of Status I-797A Notice of Action (approval notice) if you changed status to F-1 inside the U.S. (if applicable)
  - o Photocopy of previous EAD cards (if applicable)
  - o Photocopy of Full Time CPT I-20s (if applicable)
  - o Photocopy of I-94 – front and back
  - o A copy of your new I-20 issued by ISE with OPT recommended
- Mail all application materials with new signed I-20 with OPT recommendation to USCIS



## When to apply

The earliest you can apply is 90 days before completion of studies and the latest you can apply is 60 days after completion of studies. ISE strongly recommends you apply three months prior to your requested start date to ensure timely processing of your Employment Authorization Document (EAD). You do NOT have to have a job offer in order to apply for OPT.

### Processing times and checking the status of an application

You must mail your application within 30 days of your request for OPT thru ISE to USCIS. USCIS may take on average two to three months to process Form I-765 for OPT. You can check the status of your case once USCIS sends your application receipt (Notice of Action). You can use the SRC number located on the upper left hand side of the document to check your status on-line at the USCIS website: <http://www.uscis.gov/portal/site/uscis>.

If it has been more than 90 days past the RECEIPT date on your Notice of Action form AND USCIS has still not adjudicated your application, you should contact your ISE advisor. Please note that your OPT application CANNOT BE EXPEDITED. Students may not begin working without receiving the official EAD Card by mail.

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650 College Drive  
Dalton, GA 30720  
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Phone: 706.272.4436  
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