F-1 Post Completion Optional Practical Training

To Be Eligible: You must have been studying full time for at least one full academic year. You must be in the US in F-1 status at the time of application. You may apply up to 90 days prior to graduation or 60 days after graduation, provided you have not left the US.

To Apply: Submit the following to the Office of International Services in Des Peres Hall, Room 102.

- A letter of recommendation. For undergraduate students in the College of Arts and Sciences this should come from the faculty mentor. For all other students this will come from your academic advisor (see the enclosed sample)
- Properly filled OPT application request form with signature and date (enclosed in this packet)
- Completed form I-765 ([www.uscis.gov/i-765](http://www.uscis.gov/i-765))
- Copy of your I-94 card, both sides, if you have a paper I-94. If you do not have a paper I-94, print the electronic I-94 from your most recent entry into the US ([https://i94.cbp.dhs.gov/](https://i94.cbp.dhs.gov/))
- Copy of your passport information page showing photo, passport number, issuing country and expiration date
- Copy of your most recent visa stamp
- Two color passport photos
- An application fee of $380, in check or money order payable to the Department of Homeland Security
- Optional: If you would like to receive electronic (text or email) notification of the receipt of your application, you can complete form G-1145 to request e-notification ([www.uscis.gov/g-1145](http://www.uscis.gov/g-1145))

After you submit the documents we will issue a new I-20 authorizing you for Optional Practical Training. All of the documents then will be submitted to the U.S. Citizenship and Immigration Service (USCIS), who will adjudicate your application. The normal processing time for this application is 60-90 days. USCIS will notify you directly regarding the status of your application.

You are allowed to apply for practical training for a maximum of 12 months, minus the number of months, if any, you used for the Pre-Completion Optional Practical Training.

Students on OPT are permitted 90 days of unemployment. Please notify our office as soon as you have found employment, paid or unpaid, so that we can enter your employer’s information in your SEVIS record. After receiving your EAD notify our office of any name change, address change, the name and address of your employer and any discontinuation of your employment.

Note regarding travel and OPT: Travel is technically allowed while an OPT application is pending with USCIS. We do not recommend it for several reasons. If your visa has expired, you will not be able to renew it at a U.S. Embassy or Consulate. They will only renew the F1 visa with approved OPT authorization and a job offer letter. If Immigration has a question about your application you will not be present to respond. Travel is permitted after OPT applications are approved only if the student has a job or job offer. You will need the OPT card and a job offer to apply for a new visa and to re-enter the U.S.
How to Complete the Form I-765 for Post-Completion OPT

1. Go to the website: www.uscis.gov
2. Locate the “Forms” tab on the lift of the bar at the top of the page
3. Click on this tab
4. Find Form I-765, “Application for Employment Authorization.” Click on these words.
5. To read the complete instructions, click on “Download I-765 Instructions”
6. Click on “Download I-765”
7. At the words, “I am applying for”, click on the box marked, “Permission to accept employment”
8. For items 1 through 9, answer the questions with your information.
9. Item 10 is asking for your I-94 number. You will not have an “A number” unless you have filed for permanent residency.
10. Item 11 asks if you have applied previously for work authorization from immigration. The answer is yes if you have done OPT previously or if you have received off campus employment authorization due to economic hardship. It does not apply to you if you have worked only on campus or if you have had CPT.
11. The questions at the top of the second column apply to item 11. If you answered no to 11 do not answer these questions.
12. Use your I-94 information to answer questions 12, 13, 14 and 15
13. For item 16, fill in the blanks according to the following: (c) (3) (B)
15. You may save the document to your computer if you wish.
16. DO NOT SUBMIT THE FORM ELECTRONICALLY!
17. Print the page and sign it in blue ink. Bring it to the office with the other items on the checklist.
Post Completion Optional Practical Training Application Request Form

Name: ____________________________________________
Last/Family First/Given

Banner ID#: ____________________

OPT Beginning Date: ____________________ Ending Date: _____________

Major Field of Study: _________________________________________________________

Current Local Address: _______________________________________________________
___________________________________________________________________________

E-mail: ____________________________ Phone: ______________________
Reporting Requirement after Receiving the EAD

According to the rules of the F-1 student visa, an F-1 student authorized for Optional Practical Training is required to report any change of name, change of address, name of employer, address of employer and any disruption of employment.

To comply with the above, I understand that I am required to provide the Office of International Services with the following:

1. A copy of the EAD upon receipt
2. Any change of name
3. Any change of local address
4. The name and address of my employer
5. Any disruption of employment
6. Any change in my immigration status, including changing to a work visa or returning to my home country.
7. While you are on the year of OPT, you must still have the I-20 signed for reentry if you travel outside the US.

I hereby declare that I understand and agree to the above:

_____________________________                ___________________
Signature                                      Date
Sample Post-Completion Optional Practical Training Recommendation Letter

(Please print on your department letterhead.)
(This can also be submitted via e-mail.)

To: Office of International Services
   Des Peres 102

From: Faculty Mentor or Academic Advisor
       Academic Department

This is to recommend that (Student’s Name) be allowed to accept Post-Completion Optional Practical Training in the area of (Course of Study). (Student’s Name) will graduate on (Date) from Saint Louis University with a (Degree) degree majoring in (Major).