
Optional Practical Training Information Form

Part 1: Student Data

Student Name: _____
LAST FIRST

Evergreen ID # A _____ SEVIS ID # N _____
LOCATED OVER THE BAR CODE ON YOUR I-20 OR DS-2019

Email: _____ Phone: _____

Part 2: Some Important Policies Regarding Optional Practical Training

I understand that:

- _____ a. Optional Practical Training (OPT) is 12 months of training related to my field of study. It may be a paid job position or an unpaid internship or volunteer position to gain experience related to my field of study. I may not take OPT positions that are not related to my emphasis/major.
- _____ b. At Evergreen, an emphasis typically means having between 40 and 60 credits in a focused field of study, based on Evergreen transcripts, and/or transfer transcripts from another institution.
- _____ c. I may request full-time or part-time OPT authorization.
- _____ d. I must be in-status with my F-1 visa. If I am out-of-status or applying for re-instatement, I am not eligible for OPT.
- _____ e. I must have been enrolled in a full course of study for at least one academic year (three quarters), or will complete one academic year by the date the OPT approval begins.
- _____ f. I cannot have exceeded 12 months of full-time Curricular Practical Training (CPT) authorization. If I have, I am no longer eligible for OPT.
- _____ g. I may apply for OPT any time from 90 days before my completion date to 60 days after my completion date. After I apply, I will receive an I-797 Form, which acknowledges receipt of my application. I must save this document for reference.
- _____ h. My OPT application will be processed by the United States Citizenship and Immigrant Services (USCIS) within 30-90 days. There is a fee of \$410 to apply as of January 2018. I may not start working until I have received my Employment Authorization Document (EAD).
- _____ i. I do not have to have a job offer first. I can apply for OPT authorization without a job offer in place.
- _____ j. I am allowed up to 90 days total of unemployment while on OPT authorization, or up to 150 days if I am on STEM-OPT authorization. This may be a straight 90 days, or a total of multiple periods of unemployment between jobs. Once I reach these 90 or 150 maximums, SEVP staff may terminate my OPT authorization without further notice.

- _____ **k.** I am eligible for one 12-month OPT authorization after each level of completed study in the US, in Evergreen's case one after a Bachelor's Degree, and a second one after a Master's Degree.
- _____ **l.** If I am a Science-Technology-Engineering-Math major, I may qualify for an extended STEM-OPT authorization. If I qualify and am approved, I may add an additional 24-months to my work authorization. Note: STEM-OPT students may not take volunteer positions, only paid positions.
- _____ **m.** I may apply for OPT authorization during my academic program (Pre-Completion OPT, rare), after program completion (Post-Completion OPT, most common), or a combination of both. Again, if I qualify for STEM-OPT, I may apply for that extension.
- _____ **n.** I do not have to remain at the same job position for the entire 12 months. I may change employers at any time, though my position must still be related to my emphasis/major and there are special rules for STEM-OPT students.
- _____ **o.** I must report any employment changes or address changes to the Evergreen Office of International Programs within 10 days of the change so that my SEVIS record can be updated.
- _____ **p.** If my address changes **after** I have applied for OPT but **before** I receive my EAD, I must log in to the system using my LIN number from my I-797C Notice of Action form, and follow the directions for changing my address using the **AR-11 Form**.
- _____ **q.** It is important to maintain insurance coverage while on OPT. This may be provided by my OPT employer, or I may purchase a separate plan, or a supplemental plan for sufficient coverage.

Student Signature: _____ Date: _____

Part 3: Application Process

- a. **Appointment:** Schedule a one-hour appointment with the Office of International Programs & Services to review your application packet. Bring the following to your appointment:
- b. **Application:** Complete Form I-765, the Application for Employment Authorization. You can fill out the form online at this site <https://www.uscis.gov/i-765>, before printing, signing and sending.
- c. **Special Instructions** for Form I-765:
 - #14 – Your Admission or I-94 number is found on your I-94 Form. See below.
 - #18 – F-1 Student
 - #19 – Student
 - #20 – **Post Completion OPT – use (C) (3) (B)**
 - Pre completion OPT – use (C) (3) (A)
 - STEM-OPT – use (C) (3) (C)
- d. **Application Fee:** As of January 2018, the fee is \$410. Include a check or money order made payable to the **U.S. Department of Homeland Security**. Be sure to use the US date format: month/day/year. The USCIS site above will have updates on fee changes.
- e. **Documents:** Make photocopies of the following documents to include with your application.
 1. **Passport ID pages**, and any renewal pages, name changes, corrections, expired passport, etc.
 2. **Visa:** Copy the pages with your F-1 visa and most likely your last date of entry.
 3. **Form I-94:** Go to this site and download/print your most recent I-94 data: <https://i94.cbp.dhs.gov/i94/#/home>
 4. **Previous I-20's:** Make a copy of all current and previous I-20s you have been issued.
 5. **Previous EAD Cards:** If you have prior work authorization, copy both sides of the card.

- f. **Photographs:** Two identical color photos on thin, glossy paper with a white background. 2" X 2" passport style, taken in the last 30 days, full face, frontal view, no head coverings unless required by a religious order, but face must show. Head measures 1" to 1 3/8" in height. Write name and Admission number in pencil lightly on the back of each photo. Place in a small clear plastic bag.
- g. **New OPT I-20:** the International Office will create a new OPT I-20 during the appointment and include a copy for your application packet. This will determine your OPT start and end dates as well as clarify your emphasis/major/field of study.
- h. **G-1145 Form:** (optional; it signs you up for email/text message notification of your application's arrival at USCIS) <https://www.uscis.gov/sites/default/files/files/form/g-1145.pdf>
- i. **Photocopies:** We will prepare copies of all items in your application packet for Evergreen and your files.

Mail the application packet. The packet must be received within 30 days of the issue date on the new OPT I-20. If received after that, your application will be denied with no return of fee. <https://www.uscis.gov/i-765-addresses>

By U.S. Post Office Certified Mail:

USCIS
PO Box 805373
Chicago, IL 60680

By Express Courier Service:

USCIS
Attn: I-765 C03
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517

Once you have mailed your application packet, you can expect to receive an I-797 Form to notify you of it being received and assigned an ID number. If you completed the G-1145 form, you will also receive an email or text alerting you to its receipt. Within 30-90 days you should learn if your application is approved by receipt of the EAD card, or denied through letter notification. Do not start work until you have received your EAD card and verify the start date on the card.