

# Optional Practical Training (OPT) Instructions and Application



*\*For international students with an F1 visa only\**

## OPT Application Instructions:

1. Review the "Optional Practical Training Information Sheet" on the ISS website (See International Forms Tab).
2. Post completion OPT may not be requested more than 90 days prior to program completion date and no later than 60 days after the program end date.
3. Complete OPT application with advisor signature and submit. Please note: If you have earned a degree in certain science, technology, engineering and math (STEM) fields, you may apply for a 24-month extension of your post-completion OPT employment authorization.
4. ISS will submit OPT request and issue an updated I-20 with OPT requested.
5. Complete the I-765 application online at this location. <https://myaccount.uscis.gov/>  
You will need to create an account. Please review the [instructions](#) prior to completing the application. You will have the option to request a social security number also. You will have 30 days after DSO enters OPT request to submit your application.
  - o Special Instructions for completing form I-765:
    - Section #12: Select "yes" only if you previously received an EAD card issued by USCIS (CPT authorizations and on-campus employment not included)
    - Section #27: For Post-Completion OPT, use: (C) (3) (B)
6. If you need assistance with the application, you may make an appointment with the ISS advisor.
7. You will need to have access to these items (See OPT Checklist prior to starting the application.)
  - a. The receipt for payment should arrive within 2-4 weeks.
  - b. Check your status for approval. An updated I-20 may be printed with OPT approval status noted.
  - c. The OPT card (also called "EAD" or Employment Authorization Document) normally arrives within 90 days.
8. Once approved by USCIS, you will receive your EAD card. Make a copy of your EAD Card and notify ISS of approval of EAD card.
9. Begin employment: you may not begin legal employment until you receive your EAD card with start date.

## OPT Checklist

*You will need the following items to complete the I-765 application.*

- USCIS Filing Fee of \$410 paid with credit card online.
- Two passport-size color photographs. Can be completed online using the tool provided on website.
- Electronic copy of passport bio pages clearly showing ID info, your signature and date of validity.
- Electronic Copy of the most recent F-1 visa (or approval notice for change of status to F-1).
- Electronic Copy of most recent I-94 card.
- Electronic Copy of any I-20s showing full-time CPT approval for current degree.
- Electronic Copy of any previous OPT/EAD card(s) obtained during your F-1 status.

# Optional Practical Training (OPT) Application Form



## SECTION 1: TO BE COMPLETED BY STUDENT

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
MGA ID: \_\_\_\_\_ MGA Email: \_\_\_\_\_  
Personal Email: \_\_\_\_\_ Degree Level: \_\_\_\_\_  
Major (s): \_\_\_\_\_

I am applying for the following:

Post-completion OPT (done after graduation: minimum 20hrs/week or more)

Requested Start Date (MM/DD/YYYY): \_\_\_\_\_

Requested End Date (MM/DD/YYYY): \_\_\_\_\_ (up to 12 mths)

Request OPT extension STEM OPT: \_\_\_\_\_

For post-completion OPT, I understand that all requirements for my degree program will be completed by the end of:

Fall       Spring       Summer      Year: \_\_\_\_\_

Have you done full-time CPT authorization at your current degree level?  Yes     No

How is employment related to your major area of study? (if student has offer)

\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date Submitted to ISS (MM/DD/YYYY): \_\_\_\_\_

## SECTION 2: TO BE COMPLETED BY ACADEMIC ADVISOR, DEPARTMENT CHAIR OR DEAN

*International Students on F-1 visas may apply for a 1-year employment authorization called Optional Practical Training (OPT) through the United States Citizen & Immigration Service. ISS must verify the student's expected date of graduation for the OPT Application. Please review and sign the below form to support the student's application. Contact ISS at 678-466-5499 if you have any questions or concerns.*

Advisor/Chair's Name: (Please Print) \_\_\_\_\_

Title/Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ MGAEmail: \_\_\_\_\_

1. Student's Expected Program Completion Date (last day of final semester) MM/DD/YYYY: \_\_\_\_\_

2. List any pending requirements for graduation (courses to pass, incompletes, qualifying exams, thesis/dissertation hours, etc.): \_\_\_\_\_  
\_\_\_\_\_

3. I support the above-named student's petition for OPT as a valuable opportunity to seek job training related to his/her major field of study, and I certify to the best of my knowledge that the information above is correct.

Advisor/Chair's Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_