Optional Practical Training (OPT)
Instructions and Application

For international students with an F1 visa only

F1 students can apply to participate in post-completion OPT **after** completing their studies. If you are authorized for post-completion OPT, you must work part time (at least 20 hours per week) or full time.

If you need assistance with the application, you may make an appointment with the ISS coordinator.

Post OPT Application Instructions:

1. 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 stated on your I-20.
2. Complete Post OPT application with advisor signature and submit to **iss@mga.edu**. Please note: If you have earned a degree in certain science, technology, engineering and math (STEM) fields, you can later apply for a 24-month extension of your post-completion OPT employment authorization.
3. ISS will submit OPT request in SEVIS and issue an updated I-20 with OPT requested.
4. Before beginning your I-765 application review the checklist below.
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.
   a. You will have 30 days after DSO enters OPT request to submit your application.
   b. Special Instructions for completing form I-765:
      i. Section #12: Select "yes" only if you previously received an EAD card issued by USCIS (CPT authorizations and on-campus employment not included)
      ii. Section #27: For Post-Completion OPT, use: (C) (3) (B)
   c. The receipt for payment should arrive within 2-4 weeks.
   d. Check your status for approval and inform ISS so an updated I-20 can be issued with OPT approval status noted.
   e. "EAD" or Employment Authorization Document normally arrives within 90 days.
6. You cannot begin legal employment until you receive your EAD card with a start date.
7. Students whose records lack employer information are considered unemployed; Students on post-completion OPT can be unemployed for up to 90 days, after their SEVIS record is terminated.

I-765 Application 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 post OPT requested.
- ☐ 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 months)

      Request OPT STEM extension (MM/DD/YYYY): _____ _ (up to 90 days before current OPT expires)

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 completed full-time CPT authorization at your current degree level? ☐ Yes   ☐ No

Employer information (if available):

Name: _____

Phone: _____

Address: _____

Email: _____ (Please attach offer letter if applicable.)

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

_____

_____

Student Signature: _____ _ Date (MM/DD/YYYY): _____

Optional Practical Training (OPT)
Application Form

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 form below to support the student's application. Contact ISS@mga.edu if you have any questions or concerns.

Advisor/Chair's Name: (Please Print)

Title/Position:

Telephone: _____ MGA Email: _____

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

2. Student's current course load will complete their degree requirements ☐ Yes ☐ No

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): _____