



Post- Completion Optional Practical Training (OPT) Application

(For international students with an F1 visa)

Submit to iss@mga.edu | 100 University Pkwy Macon, GA 31206 | 478-471-5307

F1 students can apply to participate in Post-Optional Practical Training (OPT) for up to one year after program completion at each level of education. OPT allows students to gain valuable work experience in the United States.

Eligibility Requirements & Regulations:

- Post-Completion OPT is employment directly related to your program of study after graduation.
- Employment must be paid and located in the United States with a bona fide organization.
- SEVIS or ICE may visit your place of employment to verify the job is compliant with federal regulations.
- You must work at least 20 hours per week or full-time.
- If you did not participate in pre-completion OPT, you will have 12 months to work under post-completion OPT.
- You are allowed to be unemployed for an aggregate of 90 days. If you exceed that time period, your OPT will be terminated.
- Any changes to employment or personal information must be reported to the DSO within 10 days.
- Before your OPT ends, you need to decide what you will do upon your expiration date.
 - Leave the country within 60 days. Your status will be cancelled upon departure.
 - Apply to start a new program of study at the next education level up from the one you last completed.
 - Apply for a change of status to an employment-based visa or other immigration status.
 - Apply for STEM OPT if you graduated with a STEM degree.

Instructions to Apply for Pre-Completion or Post-Completion OPT:

1. Submit this OPT application to iss@mga.edu 90 days prior to your program end date but no later than 30 days after your program end date. If you have a job offer, provide the job offer letter. If not, leave the employer section blank for now.
 2. The DSO will enter the OPT recommendation in SEVIS and give you a new I-20 with the OPT notation.
 3. Within 30 days of receiving the new I-20, you will file an [I-765 Employment Authorization application](#) through USCIS. Filing online is faster and cheaper. Once received, the USCIS will send you a receipt notice for the I-765. You will need the following to upload to the application:

✓ Pay the \$470 fee	✓ F1 visa (in your passport)
✓ 2x2 headshot photo less than 2 yrs old	✓ I-20 with the OPT notation on page 2
✓ Passport bio pages with your signature	✓ Past EAD cards, if any.
 4. USCIS will send you a biometrics appointment notice. Report to the USCIS office in Atlanta at the assigned date and time. They will take your picture for your Employment Authorization Document card (EAD).
 5. USCIS will send you an approval decision notice. This process can take a while. You can check the current estimated processing times on the [USCIS Case Processing Times](#) page. You can [check the status of your case](#) on the USCIS site. If approved, your Employment Authorization Card (EAD) will follow by mail.
 6. Upon receipt, send the DSO a copy of your approval notice and the front and back of your new EAD card.
 7. Once you have been hired for a job, send the DSO a copy of the job offer and job description. They will use this to update your employment information in SEVIS and give you a new I-20 notating your place of employment.
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Name (first, last): MGA 983#:
Address:
Personal Email:
Major(s): Degree Level:
Is this request based on a degree you earned at a different school? ☐ YES ☐ NO
If yes, which school and degree?
Have you participated in CPT or Pre-Completion OPT before now? If yes, please provide the following:
CPT or OPT/Start & End Date/Part-Time or Full-Time/School Attending (provide in email if need more space)

Graduation Term:
Requested Start Date for OPT (MM/DD/YYYY):
Requested End Date for OPT (MM/DD/YYYY):

Employer Information: Please provide a copy of the job offer and job description. If you don't have a job offer yet, you can leave this space blank for now. Once hired, fill this out and resend it to the DSO.

Employer Name: Employer EIN:
Employer Address:
Address where you will complete your daily work:
Employer's website:
Job Title: Full-Time ☐ Part-Time ☐
Expected Start Date: Expected End Date:
Supervisor's Name: Supervisor's Title:
Supervisor's Phone: Supervisor's Email:

How does this job directly relate to your program of study? Include job duties, title, and program name.

I understand that I must report changes to my employment, status, and contact information to Middle Georgia State University within 10 days of the change occurring. My employment may only be with a bona fide organization, and my job responsibilities must be directly related to my program of study. I understand that SEVIS or ICE may visit my place of employment to verify the job is compliant with federal regulations.

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

For PDSO or DSO in the Office of the Registrar only.

DSO Name:
Employer reviewed for fraud prevention: Website Cold Call Business License Reviewed
Notes:

DSO Signature: Date (MM/DD/YYYY)
