

Optional Practical Training Application

What is OPT?

Optional Practical Training (OPT) is off-campus employment authorization that lets F1 students get work experience in their major field of study. The amount of work you are permitted is maximum 12 months of full-time employment for each educational level you pursue in the U.S. You can use it during or after your studies. You can work for any employer, anywhere in the U.S.

Think of it as an OPT bank account! In that account are 12 months of full-time optional practical training for each level of education you pursue. Let's say you'd like to work full-time for 3 months during summer vacation period. That's a three-month withdrawal of full-time employment, leaving you 9 months left to spend during your associate's degree.

If you decide to spend all of your OPT after you complete your program, you must request all of it at once, that is the full year. You cannot use it in pieces.

Types of OPT

Before Completion of Studies (Pre-Completion OPT):	After Completion of Studies (Post-Completion OPT):
<ul style="list-style-type: none"> • Part-time (Less than 20 hours a week): While school is in session (Spring & Fall semester) • Full-time: Only available during vacation periods. (Summer and Winter) 	<p>Full-time employment only (20 hours or more per week)</p>

Student Eligibility Requirements

- You must have been enrolled full-time for at least one academic year.
- **You must be able to describe how the type of work you are seeking directly relates to your major (course work).** You do not have to have a job offer to apply for OPT. If you are applying for before completion of studies (pre-completion) OPT; however, it is wise that you be as sure as possible of a job so that you don't waste any of your OPT account.
- You may apply for Post-Completion OPT up to 90 days before the program end-date and up to no later than 60 days after the program end date. However, we strongly recommend that you apply at least 90 days ahead so that you receive your **Employment Authorization Card (EAD)** on time.
- You cannot already have used 12 months of full-time Curricular Practical Training.

Before Receiving EAD:

After you filed the I765 application to the USCIS, you will receive an official receipt with the number (starts with EAC#). Please make sure your name spelling, date of birth and address on the receipt.

After receive EAD:

Please email the copy of your EAD to isaoff@ncc.edu with your name and NCC ID number.

While you are on OPT:

All students on OPT are **REQUIRED** to report the following via. **the SEVP portal** or to **the International Education:**

- employer's (company) name and address
- start date of employment
- Explanation of how your employment is related to your course of study (Max 1000 characters)
- any interruption of employment
- any change of name and address

*During Post-Completion OPT, your F-1 status is dependent upon your full-time employment. Students may **not accrue an aggregate of more than 90 days of unemployment during any post-completion OPT** carried out under the initial post-completion OPT authorization. Otherwise, your I-20 will be auto-terminated on the 90th day of your unemployment.*

Traveling While on OPT:

- If your OPT application is still pending with USCIS, we don't recommend that you travel outside of the U.S. Please speak to us before your travel.

- Should you need to travel outside the U.S, you must obtain a travel endorsement on your OPT I-20 from our office. You will still need a valid F1 visa, passport and signed I-20 to reenter the U.S. We recommend that you get **a letter of employment from your employer**. If you need to renew your F-1 student visa, you need to speak to us first.

After OPT Completion

- After Post-Completion OPT, there is **no extension** on your OPT at this level of education, Associate's degree.
- After completion of your OPT, you are given **60 days** to:
 - ✓ Transfer to another school. You must show your acceptance from a new school and your I-20 must be transferred out to a new school within 60 days from the last day of OPT

or

 - ✓ Return home permanently

CHECKLIST

The following documents are required for your OPT application. Once you have all documents, please make an appointment with an advisor. You cannot apply for OPT without recommendation on I-20 from an advisor.

- Optional Practical Training Request Form
- Form I-765 (Application for Employment Authorization). See Page 4 for instruction. You can download Form I-765 at **www.uscis.gov** and click on **“FORMS”**. Look for Form I-765 (Application for Employment Authorization). Please **Type** Form I-765 instead of hand-writing and **save** the form so that you can edit it later if necessary.
- 2 passport photos taken **within last 30 days** with *your name printed in pencil on the back lightly.*
- \$410.00** fee (a personal check or money order) payable to **“U.S. Department of Homeland Security”**. It is non-refundable.
- You make photocopies of all previous Form I-20 you have ever had including ones from your previous school(s)
- You can retrieve your electronic I-94 record at **https://i94.cbp.dhs.gov/I94/#/home** or make a photocopy of Form I-94 card (both sides) if applicable.
- You make photocopies of passport identification pages and visa. Your passport must be valid for your employment.
- A copy of your ***Degree Evaluation*** via. myNCC portal or a receipt for graduation or a completion of program letter from your department (Post Completion OPT applicant only)
- Photocopies of any previous EAD card(s) if any
- Make an appointment with an advisor to review your OPT application and request for OPT recommendation.

How to Fill out Form I-765 (Application for Employment Authorization-EAD)

Part 1.

- Item #1.a: Check “Initial permission to accept employment”
- Item #2: Please make sure your name is spelled correctly.

Part 2.

- Item #5: Please write your mailing address in the United States. Your EAD card will be mailed to this address. If your physical address (where you actually live) is different from the mailing address, please fill out 7.a. to 7.d.
- Item #9a & 9b: If you already have the Social Security number, please fill it out. If not, just answer “No”.
- Items 13.a.- 14: Questions regarding Social Security Number
If you have a social security number, complete 13 a. (Yes) & 13.b : write your social security number. If you don't have one, 13 a. (No) & 14. (No)
You are NOT required to request a Social Security Number using this application.

Item #15. to #17.b: Not applicable

Item #18.a to #26: Please complete them accurately.

Item#27: The answer depends on the type of OPT authorization you are applying for.

Pre-Completion OPT (before you graduate) - **(c)(3)(A)**

Post-Completion OPT (after you graduate) - **(c)(3)(B)**

Item #28-31.b.: You don't need to fill it out.

Part 3.

Applicant's Statement, Contact and Certification: Make sure to fill it out completely. Without your signature, your application will be rejected.

Part 4. to Part. 5: Not Applicable

Part 6.

This section will be used if you have previously done CPT or OPT. If you have done one of them or both in the past, please speak to the advisor at International Education.

OPTIONAL PRACTICAL TRAINING REQUEST FORM

TODAY'S DATE: _____

NAME: _____

STUDENT ID #: _____ SEVIS ID#: N _____

I-94 (Admission) #: _____ Passport Expiration Date: _____

LOCAL ADDRESS: _____

TELEPHONE #: _____ E-mail: _____

MAJOR: _____

Expected Date of Completion of your program: _____ (Post Completion OPT Applicant Only)

WHAT KIND OF OPT ARE YOU APPLYING FOR?

Pre Completion OPT: Before Completion of Studies

____ Full-Time: Only available during vacation periods.

Start date: _____ End date: _____

____ Part-Time: Less than 20 hours a week (e.g. Fall & Spring semester)

Start date: _____ End date: _____

Post Completion OPT: After Completion of Studies

Your start date could be as early as the expected date of completion of studies you put above, or any other date within the 60-day period following it.

For example, if you are completing your program on May 15th, your OPT start date must be within 60 days from May 15th, which is July 15th. Please apply your OPT at least 90 days in advance from your last day of classes. You will not eligible to apply for your OPT after the 60 – day grace period.

Start date: _____ End date: _____

The Student and Exchange Visitor Program (SEVP), within the Department of Homeland Security, requested that schools ensure the accuracy of certain information in SEVIS for all students on optional practical training. Therefore, please read the following and sign it.

I understand that **it is my responsibility** to comply with all immigration regulations which apply to F1 students, including employment regulations below.

- I know that I cannot start working until I receive my EAD card. Once I get my EAD, I will provide a copy of the card to the Office of International Education immediately by emailing isaoff@ncc.edu

- I understand that it is my responsibility to provide the following **within 10 days of employment via. the SEVP Portal or email at isaoff@ncc.edu:**
 - ✓ my employer's name & address,
 - ✓ start date
 - ✓ Explanation of how my job is related to my major (2-3 sentences)

If I change jobs or am temporarily unemployed, I will report these changes by calling at [516-572-7053](tel:516-572-7053) or e-mailing isaoff@ncc.edu as soon as possible.

- If I don't report my employment information and I accrue 90 days of unemployment, my I-20 will be terminated and I will be in violation of my F1 student status.

- I am required to report changes of **my home address within 10 days** of any move while I am on OPT. I understand that this reporting requirement is an on-going requirement.

- After completion of my OPT, I have **60 days** to either return to my home country or transfer to another school.

Student's signature

Date