

F-1 Optional Practical Training (OPT) Undergraduate Application

Eligibility

OPT provides authorization for F-1 students who are currently in the United States on an F-1 visa to temporarily work in the United States. OPT is authorized for up to 90 days before the start of the program, during the program, and for up to 90 days after the program ends. OPT is available to students who have completed at least one semester of full-time study in the United States. OPT is not available to students who have previously used OPT.

APPLICATION FOR OPTIONAL PRACTICAL TRAINING (OPT)

First Name

First

Email Address

Last Name

Your Current Major

Current Major

Please list all previous Curricular/Optional Practical Training (if applicable):

CPT start/end dates

Major/Level of Education:

CPT start/end dates

Major/ Level of Education:

CPT start/end dates

Major/Level of Education:

OPT start/end dates

Major/ Level of Education:

OPT start/end dates

Major/ Level of Education:

4

OPTACADEMIC ADVISOR RECOMMENDATION

Student Name: _____

Level: _____

Starting semester in this program: _____

Program Requirements: _____
(All program curriculum requirements are completed)

Last day of the final semester of enrollment, unless completed earlier: _____

Field of Study: _____

Comments: _____

I verify that the abovenamed student is in good academic standing. I recommend that the student be granted Optional Practical Training in the field indicated on this form and for the period requested by the student.

Signature: _____

Signature: _____

Phone: _____ E-mail: _____

Address: _____ Zip Code + 4: _____

GUIDE FOR POST-COMPLETION OPT

MANAGING YOUR F-1 STATUS AFTER APPLYING FOR OPT

File your application with USCIS either by mail or online.

- x You must file while you are in the US.
- x The Form I-765 and the OPT I-20 and other supporting documents must be received by USCIS ~~within~~ ^{within} 30 days of the DSO's recommendation of OPT in SEVIS (refer to the date ~~it~~ ^{it} is issued)
- x You may file an OPT application no earlier than 90 days before your program completion date or within 60 days after your program completion date.

Finish your program on time.

Your I-20 and SEVIS record has been shortened to reflect your program completion date.

- x If you will not successfully complete your studies in the semester for which you have applied for OPT, contact our office.
- x Your F-1 status may be in jeopardy if you wait to notify us of this situation.

Check your case status online.

If OPT is approved, you will receive an OPT Employment Authorization Document (EAD). The processing time for USCIS is approximately three months, however, it may take longer.

You may check your status at <https://egov.uscis.gov/casestatus/landing.do>

Check for errors!

Review the information on your USCIS I-797 Receipt Notice and Employment Authorization Document (EAD) card. Speak with an International Student Advisor if you find any errors.

End student employment.

Student employment, including CPT and on-campus employment, including TA/RA employment, must end on or before your program end date (this is the program end date listed on page 1 of your I-20). You may not lawfully begin or resume employment until after you receive your OPT EAD card AND the OPT start date listed on your EAD has been reached

Search for appropriate OPT employment.

Acceptable employment during OPT can include standard employment, contract employment, and unpaid positions, if the activity does not violate any labor laws. If you are considering an unpaid position, please review the guide, "Volunteering and Unpaid Internships for F-1 and J-1 Students" O-4.6 ((e)) 5.2 (r)-4 (i)-4.6 (ng)10.9 (a)-1.7 (n

Required reporting.

Submit the OPT Reporting Form within 10 days of changing your legal name or employment. The first time you submit the form, attach a copy of the front and back of your EAD card to the International Center. Copies can be scanned and emailed to immigration@uakron.edu. The OPT Reporting form may be found at <http://www.uakron.edu/international/forms/index.do>. You may also use the SEVP Portal to update your contact information and employment. For more information on the portal, please visit <http://sevp.dhs.gov/create-sevp-portal-account>. Contact us to print your updated I-20.

Change of address. You are required to update your MyAkron account your home and mailing address within 10 days of the change. You may also update the SEVP Portal. If you move while your OPT application is pending, contact our office for further guidance.

Document your job search and keep employment records.

You may be asked for detailed proof of OPT employment or job search activities for future immigration applications or interviews including:

- x Copies of job-specific cover letters and resumes and descriptions and offer letters
- x Any letter or email that contains info about interviews, testing, or information sessions
- x Timesheets, paystubs, logs of hours.

Learn what is needed to reenter the U.S. after travel abroad.

Do not attempt to reenter the U.S. on a B visa or visa waiver while awaiting OPT processing will forfeit your OPT.

- x Before the program end date and while you are still taking classes or completing thesis/dissertation research while your OPT application is pending:
 - o Valid passport
 - o Valid F-1 visa
 - o OPT I-20 signed for travel within 6 months of your expected reentry date to the U.S.
 - o Copy of receipt notice from USCIS (Form I-797C)
 - o Job offer letter (recommended)

- x After the program completion date present all of the following documents upon re-

- o Valid passport
- o Valid F-1 visa**
- o OPT I-20 signed for travel within 6 months of your expected reentry date to the U.S.
- o Valid OPT EAD**
- o Proof of employment (for example, pay stubs, letter from your employer indicating where you work, your position, the hours you work, etc.)
- o If you have a pending petition before USCIS such as an H-1B petition, consular (S)-5.4 (C)-, signed a9s

Health insurance.

Once you are no longer enrolled as a student, you will not have or be required to have UA health insurance. We strongly advise you contact tip-insurance@uakroedu

Important Links

OPT Application:

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