

OPTIONAL PRACTICAL TRAINING (OPT)

Application Process

Optional Practical Training (OPT) is a benefit for F-1 visa students to work off-campus in a job that is directly related to their major of studies. You must meet certain eligibilities in order to apply and be authorized for OPT. Please meet with an International Student & Scholar Services (ISSS) staff for more information about OPT. If you are eligible, please review the various steps below to learn how apply for OPT.

Phase 1 - Obtain an OPT Recommendation from ISSS

1. Completed the "OPT Authorization Request Form" included in this packet.
2. Attach a letter from your academic advisor stating the end date of your studies or your expected graduation date. This letter should be on department letter head and sent via e-mail directly from the advisor to international@xavier.edu.

Phase 2 – Assemble & Mail OPT Application Packet to USCIS

1. Include a check in the amount of \$410 USD and payable to "U.S. Department of Homeland Security".
2. You will need to include two (2) passport-sized pictures of yourself taken within 30 days. You may get these at many locations, including at CIE and at Walgreen's Pharmacy. Please write your name on the back of the pictures as well as your I-94 number.
3. Complete the USCIS form I-765. The form can be found online at www.uscis.gov. It must be filled out neatly in black or blue ink. We suggest you type it online, print it, and then sign it in blue ink. Indicate the correct OPT type on the form below:
 - a. Pre-Completion OPT notation: (c) (3) (A)
 - b. Post-Completion OPT notation: (c) (3) (B)
4. Copy of the front and back of your I-20 with your new OPT Recommendation on it. Keep the Original for yourself.
5. If you have participated in OPT or CPT at this degree level, include copies of those I-20s.
6. Print out a copy of your I-94 card online at <https://i94.cbp.dhs.gov/i94/request.html>.
7. Copy of your passport page that shows your picture and personal information.
8. Copy of your visa (or if you changed status to F-1 in the US, a copy of the I-797 Approval Notice).
9. Copy of any EAD cards received at this degree level.

Please arrange your OPT application packet in the above order. Once you have everything ready, you may stop by the CIE and meet with an ISSS staff during Walk-In Advising hours (M-Th, 12-4pm) for final review. After your appointment, you will submit the OPT application packet to:

If by regular mail:

USCIS
P.O. Box 21281
Phoenix, AZ 85036

If by courier: (i.e. UPS, FedEx, DHL, etc.)

USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Phoenix, AZ 85034

Important Notes:

- Will you be living at the same address for 90-120 days following your application? If you are unsure, use the address for the Center for International Education.
- Your receipt notice will come within 30 days of USCIS receiving your application. You can track the status of your application at www.uscis.gov (with your receipt number).
- Approval/denial should come within 90 days of mailing your application packet.
- **DO NOT TRAVEL OUT OF THE COUNTRY** while your OPT application is pending.
- Once you receive your Employment Authorization Document (EAD), please bring it to our office so that we can make a copy. **YOU MAY NOT BEGIN WORKING UNTIL YOU RECEIVE YOUR EAD CARD!**

OPTIONAL PRACTICAL TRAINING (OPT) AUTHORIZATION REQUEST FORM

First Name: _____ Family Name: _____

Student ID: _____ E-mail: _____

Phone: _____ Expected Graduation Date: _____

Major (s): _____

Address: _____

I am applying for:

Post-Completion OPT: I will begin working after I complete my degree program.
Employment is expected to be full-time

Pre-Completion OPT: I will begin working before completing my degree.

I **have not** completed all course requirements for my degree.
I would like to work: **full-time (more than 20 hours/week)** during my vacation period
 part-time (20 hours/week or less) during the academic year.

I **have** completed all course requirements for my graduate degree and am working on my thesis or dissertation. I would like to work: **full-time** **part-time.**

Beginning Date of OPT: _____ (MM/DD/YYYY) Ending Date of OPT: _____ (MM/DD/YYYY)

Have you done CPT at this degree level? ____ NO ____ YES

If YES, you must include copies of those CPT I-20s along with your OPT application packet to the USCIS.

Please attach your academic advisor's letter verifying the completion of your degree date.

Student's Signature: _____ Date: _____ (MM/DD/YYYY)

Intake:

Received by: _____

Date: _____

- **Take in request and tell student this request may take up to 5 business days.**
- **Tell student that they will be emailed once the request is completed.**
- **Mark the request on the CIE Stats page for the "Intake Date" above.**
- **Place into INTAKE bin if you are not ready to assign this request.**

- **Pull the File.**
- **Clip Request onto the top of the File.**
- **Assign to Appropriate ISSS Staff :**
 - **ISSS Advisor: Undergrads, IEP, Other F-1s**
 - **ISSS Assistant Director: Grads, Exchanges/BSMP, Scholars, Other J-1s**

ISSS Staff:

Look over student's Unofficial Transcript: Check for Fulltime Enrollment & Maintenance of Status.

Check Address in Banner/SEVIS

If adding or changing major, check in Banner if new major(s) are posted.

If changing degree level, review Admission letter.

Enter OPT in SEVIS/SUNAPSIS,

Shorten I-20 to Official Grad Date, & Issue New I-20

Enter OPT attribute in native banner SGASADD

Once approved, update SEVIS/Banner and issue new document if applicable.

If additional time was given (Change of Degree/Add New Major), also update date GOAINTL with the new end date.

Dispatch:

- **Review the file and make a copy of any products (new documents or letters) in GREEN if any.**
- **Staple the Request together and place it into the file. (Put the GREEN copies on top followed by the application forms and other supporting materials).**
- **Email the student that their request is completed. If there are any products for them to pick up, please let them know it's ready for them to pick up at the front desk during our office hours.**
- **Place any products in the file cabinet at the front desk for pick up.**
- **Blue dot the folder and File in lower OPT cabinet.**

Notes: