

F-1 OPTIONAL PRACTICAL TRAINING (OPT)

Optional Practical Training (OPT) is permission to work in a job related to your field of study. F-1 students are eligible for **12 months** of practical training authorization. This authorization can be used for full-time summer work or part-time work (not more than 20 hours/week) during the academic year, or all or part of the time can be saved for full-time employment after graduation. Graduate students who have completed all course requirements may begin full-time OPT while completing their theses or dissertations.

In making a recommendation for optional practical training under SEVIS, the DSO will update the student's record in SEVIS as having been recommended for OPT. The DSO will then print the employment page of the student's SEVIS Form I-20, and sign and date the form to indicate that optional practical training has been recommended. The F-1 student files with the U.S. Citizenship and Immigration Service (USCIS) for an Employment Authorization Document (must send Form I-765 with fee, and the SEVIS Form I-20 employment page indicating that OPT has been recommended by the DSO).

Plan ahead. Applications should be filed with the USCIS Service Center with jurisdiction over the address where the student currently resides (address on I-765). The approval process may take as long as 90 days, and **you cannot begin working until you have received your work authorization.** Additionally, travel during the process of your application can be difficult. If you plan to travel after graduation you should discuss this in advance with an international student advisor.

REQUIREMENTS:

To be eligible for practical training, you must:

- Have been a full-time student for at least one academic year and be maintaining full-time enrollment.
- Have a valid passport, I-94 card, and I-20.
- For post-completion OPT apply within 90 days before completion of studies or up to 60 days after graduation.
- For pre-completion OPT apply up to 90 days before the proposed date of employment if student has completed a full academic year.

Note: If the student has not completed a full academic year, the student may only apply for pre-completion OPT up to 90 days before the end of the full academic year.

The eligibility code for pre-completion OPT is (c) (3) (A). The eligibility code for post-completion OPT is (c) (3) (B).

TO APPLY FOR OPT:

1. Obtain an F-1 OPT Packet from the Center for Global Engagement.
2. Read all of the information in the packet carefully.
3. Return the F-1 OPT Packet along with the following documents:
 - Copies of all I-20s that you have (pages 1 and 3). From all institutions you have attended.
 - Advisor's Recommendation Form
 - Copies of your passport and I-94 card
 - Completed I-538 form (included in the packet)
 - Completed I-765 form (included in the packet)
 - Copy of any previous employment authorization card(s) (EADs)
 - Valid proof of medical insurance
4. The DSO will evaluate the above forms and documents and make an appropriate decision. If you are approved the DSO will update the student's record in SEVIS as having been recommended for optional practical training. The DSO will then print the employment page of the student's SEVIS Form I-20, and sign and date the form to indicate that optional practical training has been recommended.

If all of these materials are in order, CGE will call you to pick up your OPT application. All documents should be sent by the student with a check for the amount of \$340.00 to the Service Center with jurisdiction over your place of residence (address on item 3 of your I-765)

Before mailing your application verify with the DSO.

If you have any questions or concerns, contact:

Center for Global Engagement

Gillum Hall Room 240

(812) 237-2440

F-1 Optional Practical Training (OPT) Application Checklist

- Copies of all I-20s issued to the student (return originals to student)
- Copy of F-1 visa
- Valid Passport: photocopy of photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections, etc.
- I-94
- Advisor's Recommendation Form
- Any previous EAD cards
- Form I-765 completed and signed
- Form I-538 with top completed
- Valid Proof of Medical Insurance (if available)

Advisor's Recommendation for the Optional Practical Training

The information requested in this form is pursuant to U.S. Federal Regulations that govern Optional Practical Training for F-1 students. If you have questions regarding this form, please call a student advisor in the Center for Global Engagement.

Part I. To be completed by the student.

Name:

ID#:

Major area
of study:Name of prospective employer (if any):

Part II. To be completed by Academic Advisor or Dean.

The above named student has made the following progress toward the _____ degree in the Department of _____ at Indiana State University (indicate all of the following that apply):

Student has completed all course requirements:

 Yes. No. If no, please explain in a separate memo.

Student has defended/will defend his/her thesis/dissertation by: _____ (date).

Comments:

Date the student will complete/has completed the degree program:

 Expected. Definite.

Date:

Signature:

Name/
Title:

Date:

Part III. To be completed by the Center for Global Engagement.

Based on the information provided in the student's written job offer and the academic advisor's recommendation, I determine that the requested Optional Practical Training: is is not recommended.

Comments:

Signature:

Title:

Date:

Department of Homeland Security
U.S. Citizenship and Immigration Services

I-765, Application For Employment Authorization

For USCIS Use Only	Fee Stamp	Action Block	Initial Receipt	Resubmitted
			Relocated	
			Received	Sent
			Completed	
<input type="checkbox"/> Application Approved <input type="checkbox"/> Authorization/Extension Valid From _____ <input type="checkbox"/> Authorization/Extension Valid To _____ Subject to the following conditions: _____		<input type="checkbox"/> Application Denied - Failed to establish: <input type="checkbox"/> Eligibility under 8 CFR 274a.12 (a) or (c) <input type="checkbox"/> Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		Approved Denied A# _____
			<input type="checkbox"/> Applicant is filing under section 274a.12 _____	

I am applying for: Permission to accept employment. Replacement (of lost employment authorization document).
 Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. **Full Name**
(Family Name) (First Name) (Middle Name)

2. **Other Names Used** (include Maiden Name)

3. **U.S. Mailing Address**
(Street Number and Name) (Apt. Number)

(Town or City) (State) (ZIP Code)

4. **Country of Citizenship or Nationality**

5. **Place of Birth**
(Town or City) (State/Province) (Country)

6. **Date of Birth** (mm/dd/yyyy)

7. **Gender** Male Female

8. **Marital Status**
 Married Single Divorced Widowed

9. **Social Security Number** (Include all numbers you have ever used, if any)

10. **Alien Registration Number (A-Number) or Form I-94 Number** (if any)

11. **Have you ever before applied for employment authorization from USCIS?**
 Yes (Complete the following questions.)
 Which USCIS Office? Dates

 Results (Granted or Denied - attach all documentation)

 No (Proceed to **Question 12.**)

12. **Date of Last Entry into the U.S., on or about** (mm/dd/yyyy)

13. **Place of Last Entry into the U.S.**

14. **Status at Last Entry** (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

15. **Current Immigration Status** (Visitor, Student, etc.)

16. **Eligibility Category.** Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.

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17. **(c)(3)(C) Eligibility Category.** If you entered the eligibility category (c)(3)(C) in **Question 16** above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.
 Degree Employer's Name as listed in E-Verify

 Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

18. **(c)(26) Eligibility Category.** If you entered the eligibility category (c)(26) in **Question 16** above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

Certification

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in **Question 16**.

Applicant's Signature _____
Date of Signature (mm/dd/yyyy) _____
Telephone Number _____

Signature of Person Preparing Form, If Other Than Applicant

I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Preparer's Signature _____
Date of Signature (mm/dd/yyyy) _____
Printed Name _____
Address _____

Instructions for Completing Form I-765

The I-765 form is available online at:

<http://uscis.gov/graphics/formsfee/forms/index.htm>

F-1 students applying for employment authorization must complete Form I-765 to submit with the appropriate documents to USCIS in Lincoln, Nebraska. Employment authorization comes in the form of a license-sized picture card called an Employment Authorization Document or EAD Card.

Please print legibly or type the following information on the application.

Check the appropriate box on the I-765 form as explained below:

- Permission to Accept Employment** : Check this box if you have never had an Employment Authorization Document (EAD) before
- Replacement** (of lost Employment Authorization Document) : Check here if you are requesting a replacement EAD card
- Renewal of Permission to Accept Employment** (attach previous Employment Authorization Document) : Check here if you have had a previous Employment Authorization Document (EAD)

1. **Name.** Be sure to print in CAPITAL letters your Family/Last/Surname. Use the name from your passport.
2. **Other names.** Fill this in only if you use another name other than the one listed in item 1, including maiden name. If this does not apply to you, leave blank.
3. **Address.** This is where USCIS will send your EAD card, and should be valid until you receive it. The US Post Office will not forward this mail; it will be returned to the USCIS. If you plan on moving during this time, you should list a friend or family member's address. If you list an alternate address, it should be written like this:
C/o Friend's Name
Friend's Street Address
Friend's City, State, Zip Code
4. **Country of Citizenship/Nationality.** Fill in both if different.
5. **Place of Birth.**

6. **Date of Birth.** Month/Day/Year.
7. **Sex.** Check applicable box.
8. **Marital Status.** Check applicable box.
9. **Social Security Number.** If you don't have one, write in "N/A" (not applicable)
10. **Alien Registration Number (A-Number) or I-94 Number (if any).** Use your I-94 card number. The number will be an 11-digit number. If you have been issued a previous EAD card, also list the A-Number that is on that card.
11. **Have you ever applied for employment authorization from USCIS?** Indicate whether or not you have ever applied for an EAD card, with the specific USCIS office where the document was obtained, date issued, expiration date, and whether it was granted or denied. (CPT is not employment authorization from CIS).
12. **Date of last entry to the US.** This will appear on the I-94 card you receive upon entering the US.
13. **Place of last entry.** This will be the location where you were last admitted into the US and your documents inspected by an Immigration Officer.
14. **Manner of last entry.** Nonimmigrant status which appears on the I-94 card received upon last entry to the US (e.g. F-1 Student).
15. **Current immigration status.** Nonimmigrant status you received when you last entered the US or changed status.
16. **Eligibility Category.** F-1 students applying for Optional Practical Training:
 - (c)(3)(A)—Pre-Completion Optional Practical Training
 - (c)(3)(B)—Post-Completion Optional Practical Training
17. **Sign, write your current telephone number and date the I-765.**

Certification by Designated School

SECTION A. This section must be completed by the student, as appropriate. (Please print or type):

1. Name: _____	(Family in CAPS)	(First)	(Middle)	2. Date of birth: _____
3. Student admission number: _____			4. Date first granted F-1 or M-1 status: _____	
5. Level of education being sought: _____			6. Student's major field of study: _____	
7. Describe the proposed employment for practical training: 				

Beginning date: _____ Ending date: _____ Number of hours per week: _____

8. List all periods of previously authorized employment for practical training:

A. Curricular or work/study:	B. Post completion of studies

Signature of student: _____ Date: _____

SECTION B. This section must be completed by the designated school official (DSO) of the school the student is attending or was last authorized to attend:

9. I hereby certify that:

The student named above:

- Is taking a full course of study at this school, and the expected date of completion is: _____
- Is taking less than a full course of study at this school because: _____
- Completed the course of study at this school on (date): _____
- Did not complete the course of study. Terminated attendance on (date): _____

Check one:

- A. The employment is for practical training in the student's field of study. The student has been in the educational program for at least nine (9) months, is in good academic standing, and is eligible for the requested practical training in accordance with INS regulations at 8 CFR 214.2(f)(10). The training that the student will participate in is an integral part of an established curriculum.
- B. The employment is for an internship with a recognized international organization and is within the scope of the organization's sponsorship. The student is in good academic standing.

10. Name and title of DSO: _____	Signature: _____	Date: _____
11. Name of school: _____	School file number: _____	Telephone Number: _____

For Official Use Only

Microfilm Index Number: _____

Instructions

A student seeking authorization for off-campus employment (F-1 only) or practical training (F-1 and M-1) must submit as supporting documentation to Form I-765, Application for Employment Authorization, a certification by the designated school official (DSO) of the school the student is attending or was last authorized to attend.

Certification by the DSO is required of all students (F-1 and M-1) seeking authorization for employment off campus or practical training, including required or optional curricular practical training.

The DSO must certify on Form I-538 that the proposed employment is directly related to the student's field of study.

Where to Submit Certification.

A copy of the DSO's certification must be mailed to: ACS Students/Schools (STSC) Section, P.O. Box 170, London, KY 40741. Overnight carrier deliveries must be sent to: ACS - INS, INS Students/Schools (STSC) Section, 1084 South Laurel Road, London, KY 40744.

All students requesting school certification must complete questions 1 through 6. Students requesting a recommendation for practical training must complete questions 7 and 8. Answers to questions 7 through 9 may be continued on this page, if needed.

Since the I-538 is used by the DSO for certification purposes, no fee is required for the submission of this form.

NOTE: M-1 students seeking extensions of stay must file a completed Form I-539, Application to Extend/Change Nonimmigrant Status, supported by a current Form I-20M-N, as appropriate. The I-539 application must be submitted to the INS service center that has jurisdiction over the student's residence.

Reporting Burden.

An agency may not conduct or sponsor an information collection and a person is not required to respond to an information collection unless it contains a currently valid OMB control number. The public reporting burden for this collection of information is estimated to average 4 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Justice, Immigration and Naturalization Service, HQPDI, 425 I Street N.W., Room 4034, Washington, DC 20536; OMB No. 1115-0060.

DO NOT MAIL YOUR COMPLETED CERTIFICATION TO THIS ADDRESS.

Comments: _____



U.S. Citizenship and Immigration Services

USCIS Is Making Photos Simpler



**Old Three-Quarter
Style Photo**



**New Passport
Style Photo**

Photos Must Be in Color

Washington, DC — In accordance with language specified in the Border Security Act of 2003, U.S. Citizenship and Immigration Services (USCIS) announced a change in the photo requirements for all applicants from a three-quarter face position to a standard, full-frontal face position to take effect **August 2, 2004**.

USCIS will accept both three-quarter and full-frontal color photographs until **September 1, 2004**, after which only full-frontal color will be accepted.

The application process of customers who have already submitted materials that include color photos with the three-quarter standard **will not** be affected by this change.

All photos must be of just the person. Where more than one photo is required, all photos of the person must be identical. All photos must meet the specifications for full-frontal/passport photos.

For more information on photo standards, visit the Department of State website at <http://www.travel.state.gov/passport/pptphotos/index.html>, or contact the USCIS National Customer Service Center at 1 800 375 5283.

List of forms that require photos is on the back

Applications and Petitions That Require Photos, and the Number Required

2 photos are required for the following forms:

- I-90 – Renew or replace your Permanent Resident Card (green card)
- I-131 – Re-entry permit, refugee travel document, or advance parole
- I-485 – Adjust status and become a permanent resident while in the U.S.
- I-765 – Employment Authorization/Employment Authorization Document (EAD)
- I-777 – Replace Northern Mariana Card
- I-821 – Temporary Protected Status (TPS) Program
- N-300 – Declaration of Intent (to apply for U.S. citizenship)
- N-400 – Naturalization (to become a U.S. citizen)
- N-565 – Replace Naturalization/Citizenship Certificate

3 photos are required for the following forms:

- I-698 – Temporary Resident's application under the 1987 Legalization Program for permanent resident status — file 1 photo for your application, and bring the other 2 with you to your interview
- N-600K – To apply for U.S. citizenship for foreign-born child residing abroad with U.S. citizen parent

4 photos are required for the following forms:

- I-817 – To apply for Family Unity Benefits
- I-881 – NACARA — suspension of deportation or special rule cancellation

File the following with your photos and of others as shown below:

- I-129F – Fiancé(e) Petition — file with 1 photo of you + 1 photo of fiancé(e)
- I-130 – Relative petition — if filing for your husband or wife, file with 1 photo of you + 1 photo of your husband or wife
- I-589 – Asylum — file with 1 photo of you + 1 photo of each family member listed in Part A. II that you are including in your application
- I-730 – Relative petition filed by a person granted Asylum or Refugee status — file with 1 photo of the family member for whom you are filing the I-730
- I-914 – 'T' nonimmigrant status — file with 3 photos of you + 3 photos of each immediate family member for which you file an I-914A supplement

All photos must be of just the person. Where more than one photo is required, all photos of the person must be identical. All photos must meet the specifications for full-frontal/passport photos.

For more information, visit our website at www.uscis.gov, or call our customer service at 1 800 375 5283.

Composition Checklist:

- Printed on matte or glossy photo quality paper
- Size of Photo
 - 2 inches x 2 inches (51 x 51 mm) in size
 - Size of head must be in between 1 – 1 3/8 inches, (25 – 35 mm) from the bottom of the chin to the top of the head
- Recent, taken in the last 6 months to reflect your current appearance
- Eye glasses may be worn, but there must not be any glare
- Background must be plain white or off-white
- Head must be directly facing the camera with your full face in view
- Taken with a neutral facial expression or a natural smile, with both eyes open
- In color
- Taken in clothing that you normally wear on a daily basis
- No hats or head coverings, unless you wear it daily for religious purposes. Your full face must be visible, meaning your head covering cannot cause any shadows.
- No headphones or wireless hands-free devices

