

To apply for Optional Practical Training you will need to prepare the following documents:

- Personal Check or Money Order for **\$410.00**, payable to “**U.S. Department of Homeland Security.**”
- Two (2) photographs. These must meet USCIS/DOS passport color photograph specifications (visit <https://travel.state.gov/content/visas/en/general/photos.html> , see Step 7). The photographs should only be cut by the photo establishment. Do not cut them yourself.
- USCIS Form G-1145, E-Notification of Application/Petition Acceptance uscis.gov/forms.
- USCIS Form I-765 - A PDF version is available on the USCIS web site: uscis.gov/forms.
 - *Strongly recommended:* Fill out the PDF version of the form on your computer, then print and sign it. If you choose to complete it by hand, print neatly in BLOCK letters.
 - Use an address in Section 3 that will be valid for at least three (3) months.
 - In Section 16, enter:
 - (c) (3) (A) to indicate OPT will begin before completion of studies
 - (c) (3) (B) to indicate OPT will begin after completion of studies.
 - When you write your signature, keep it inside the top and bottom lines of the box. USCIS will scan it onto your employment authorization card, and this will allow for a clean copy.
- Copy of new I-20 with OPT recommendation on Page 3 (**A new OPT I-20 will be provided at your appointment**).
- Copies of any previous Employment Authorization Documents (EADs), if applicable.
- Printout of your I-94 arrival/departure record (go to www.cbp.gov/i94), OR copies of the front and back of your Form I-94 card if you last entered the U.S. by land border prior to April 30, 2013.
- Copy of the biographical page of your unexpired passport.
- Copies of your current Form I-20 and *all* previous Forms I-20 (if any).

In addition to the above documents required for your application, bring the following to your OPT appointment:

- FedEx shipping fee - Personal Check or Money Order for \$30.00, payable to “**Endicott College**”
- Request for Optional Practical Training* form (attached)
- Optional Practical Training Acknowledgement* form (attached), completed and signed.
- If you have not yet officially graduated: *Academic Advisor’s Recommendation for Optional Practical Training* (attached), completed and signed.

The government must receive your application within 30 days of the OPT recommendation:

By Regular Mail:

(Send by Certified Mail with Return Receipt)

USCIS

PO Box 660867

Dallas, TX 75266

By Express Mail or Courier Service:

USCIS

Attn: AOS

2501 S. State Highway 121

Business Suite 400

Lewisville, TX 75067



OFFICE OF INTERNATIONAL EDUCATION
F-1 OPTIONAL PRACTICAL TRAINING (OPT) REQUEST FORM

376 Hale Street ■ LIB 110 ■ Beverly, MA 01915 ■ Email: cmoca@endicott.edu ■ Telephone: +1.978.232.2270 ■ Fax: +1.978.232.3146

Family Name: _____ First Name: _____

Current Address: _____

EC email: _____ Student ID #: _____

Permanent non-EC email that you will use during your OPT period:

Cell phone number that you will use during your OPT period:

Do you have family members currently in F-2 status? [] Yes [] No

Do you plan to travel outside the U.S. while on OPT? [] Yes [] No

Have you previously been authorized for Curricular Practical Training (CPT)? [] Yes [] No

Have you previously been authorized for Optional Practical Training (OPT)? [] Yes [] No

Major Area of Study: _____

Degree Being Sought (BA, MA, etc.): _____

Expected Date of Graduation: _____

Will you have completed all required coursework by the time your OPT begins? [] Yes [] No

If no, what courses are you completing?

Student Name: _____ Student ID: _____

There are several important rules and procedures that must be followed after applying for Optional Practical Training (OPT) employment authorization. Complying with these rules and procedures is necessary to maintain lawful F-1 immigration status. Please review carefully each item below, then sign this form to confirm that you understand and will abide by them. Your signature also confirms your requested OPT dates. The original, signed copy of this acknowledgement will be kept in your file with the Office of International Education (OIE) and a copy will be given to you for your reference.

1. **Thirty-day filing deadline:** I understand that my *OPT application must reach the USCIS Service Center no later than 30 days after my OIE advisor submits my OPT recommendation to SEVIS*. Failure to meet this deadline will result in denial by USCIS of my OPT request and may even result in the loss of my opportunity to re-apply.
2. **Failure to complete program requirements (Post-completion OPT):** I understand that if I fail to complete all the requirements of my program, I must request an extension of my Form I-20 prior to the program end date found in item #5 of my latest I-20. I know that this may invalidate or otherwise effect the OPT authorization.
3. **Submission of EAD to the OIE:** I understand that I must bring my OPT Employment Authorization Document (EAD) to the OIE as soon as it is issued by the USCIS so that it can be copied for my file.
4. **Working in my major field of study:** I understand that any employment I accept, or any other OPT activity in which I participate, must be directly related to my major field of study and must be commensurate with my current level of education. I know that I should keep records that will verify this.
5. **Reporting requirements:** I understand that in order to maintain my immigration status while on OPT, I must:
 - a. Notify the OIE of my new address within ten days if I should move residence.
 - b. Report employment information for every job I pursue under OPT:
 - Employer Name
 - Employer Address
 - Start Date
 - End Date (if known)
 - Full-time (over 20 hours/week) or Part-time
 - Brief description of how the job is related to my major field of study
 - c. If I stop working, I must report that there has been an interruption in employment.
6. **Periods of unemployment during Post-completion OPT:** I understand that I may not accrue an aggregate of more than 90 days of unemployment during my post-completion OPT period. I will **promptly report** all my employer information to the OIE, and keep thorough and accurate records of my job search, employment or other OPT activities, and periods of unemployment.

7. **Traveling outside the U.S. during Post-completion OPT:** I understand that if I travel outside the U.S. without the following items, I will experience difficulty when returning and could, in fact, be prohibited from re-entering the U.S.
- Valid passport
 - F-1 visa in my passport that will be valid on the day I plan to return to the U.S. If I do not have a visa that will be valid for my return, I will obtain one at a U.S. consulate or embassy while outside the U.S.
 - Travel signature on my Form I-20 that is less than six (6) months old.
 - OPT Employment Authorization Document (EAD, also known as “OPT Card”)
 - Letter from my employer to prove that I have a job/activity to resume when I return to the U.S., or an offer letter to show that I will begin a job/activity upon my return to the U.S.
8. **Invalidating OPT:** I understand that my OPT will be cancelled or invalidated if I commence a new program of study, transfer my SEVIS record to a new school, engage in unauthorized employment, or otherwise violate my F-1 immigration status.
9. **Sixty-day “grace” period after Post-completion OPT:** I understand that I am permitted a period of 60 days to remain in the U.S. following the end date on my OPT EAD. I may not work during this period unless my immigration status is changed to a classification that permits employment, or my employer has submitted a timely filed petition to change status to H-1B to begin on October 1st following my OPT end date that would enable me to take advantage of an extension of my OPT authorization under “cap-gap” regulations. I can also use this time to transfer my F-1 status to another school, apply for a change of status, process a level change to begin a new program of study, or to depart the U.S. (which I must do no later than the sixtieth day).
10. **Limits on future periods of OPT:** I understand that I am eligible for only one 12-month period of OPT per education level (e.g., bachelor’s, master’s, Ph.D., etc.). I understand that if my degree is in a STEM field (Science, Technology, Engineering, or Mathematics), I may be eligible to apply for a 24-month extension of my Post-completion OPT authorization, and that I must apply for the extension prior to the end date of my initial Post-completion OPT period.
11. **Cancelling my application:** If extraordinary circumstances warrant it, I can attempt to cancel my OPT application only if the application has not yet been adjudicated (approved) by the USCIS Service Center. I will work with my OIE advisor if cancellation becomes necessary.
12. **OPT start and end dates:** I am responsible for choosing the employment dates below which will be recorded in the OIE’s recommendation on my Form I-20. I know that I will not be able to change them should the dates become incompatible with a future offer of employment. I also understand that I cannot extend OPT beyond 12 months, even if I have not worked for the entire OPT period, unless I qualify the STEM OPT extension.
13. **Beginning employment:** I know that I may not begin work until I have the OPT EAD (card) in my possession and the start date of the EAD has been reached. To do so constitutes unauthorized employment and a violation of my F-1 status.

I request the following OPT dates:

Start date: _____ End Date: _____ Full-time Part-time

Acknowledgement: I have read and understand the above rules and procedures and will abide by them. I verify that I have not used any period of OPT at my current educational level or a higher educational level that would disqualify me from the OPT authorization I now seek.

Student Signature

Date

Original to file / Copy to Student



OFFICE OF INTERNATIONAL EDUCATION
**ACADEMIC ADVISOR'S RECOMMENDATION FOR
F-1 OPTIONAL PRACTICAL TRAINING (OPT)**

376 Hale Street ■ LIB 110 ■ Beverly, MA 01915 ■ Email: cmoca@endicott.edu ■ Telephone: +1.978.232.2270 ■ Fax: +1.978.232.3146

Academic Advisor: This form facilitates the communication of certain information required by U.S. Department of Homeland Security (DHS) regulations. It must be completed for an Endicott College international student in F-1 non-immigrant status to be recommended for Optional Practical Training prior to completion of their degree program.

This form must be completed in full and returned to the Office of International Education. Questions should be directed to the International Student Advisor at +1.978.232.2270.

Student Name: _____

Student ID Number: _____

1. Optional Practical Training must be in the student's major field of study.

Student's major _____

Student's educational level _____

2. To the best of my knowledge, this student will complete their academic program by the following date:

(month) (day) (year)

Note: F-1 On-Campus Employment Authorization ends on this date.

3. I recommend that this student be considered for Optional Practical Training.

The information in Sections 1, 2, and 3 is true and correct to the best of my knowledge.

Advisor's Signature: _____

Advisor's Name and Title: _____

Department: _____

Date: _____
(month) (day) (year)