

## Eligibility

In order to be eligible for Post-Completion OPT, a student must meet the requirements listed below. If you are unsure of any item, International Student & Scholar Services (ISSS) can provide clarifications and additional information.

- You are currently in Active status with no pending status corrections
- Employment must be related to your field of study
- You have not been employed in full time Curricular Practical Training (CPT) or pre-completion OPT for more than one year
  - Please note that any time spent on full time CPT or Pre-Completion OPT takes away time eligible for Post-Completion OPT.
  - Students who have engaged in more than 12 months of full-time CPT or Pre-Completion OPT are not eligible for Post-Completion OPT.
- Your program will be completed before beginning your Post-Completion OPT.
  - Exceptions can be made for students who only need to complete a master's thesis to fulfill graduation requirements
- You are clear of any holds with SUU
- You are clear of any financial obligation to SUU
- You have been enrolled in courses at SUU for a minimum of 9 months

## When to Apply

Applications for Post-Completion OPT can be made no sooner than 90 days before your anticipated graduation date, or no later than 60 days after your graduation date. Applications sent earlier or later than this will be denied by USCIS.

## How to Apply

1. Become familiar with Post-Completion OPT rules and requirements
  - Information is included in this packet, you can also contact staff in ISSS with questions
2. Meet with your Academic Advisor to confirm your graduation date and/or any outstanding graduation requirements.
3. Submit a Post-Completion OPT employment request to ISSS (Final page of this document)
  - An ISSS advisor will contact you with a request for a follow up appointment
4. Make a copy of all required documents before sending your packet to USCIS; include:
  - Completed Form I-765. For Post-Completion OPT applicants be sure to include (c)(3)(b) on item # 16 of the form.
    - Form: <http://www.uscis.gov/files/form/i-765.pdf>
    - Instructions: <http://www.uscis.gov/files/form/i-765instr.pdf>
  - Money order for \$410.00 payable to: "Department of Homeland Security"
  - Two passport style ID photos no more than 30 days old
  - Travel and immigration documents
    - I-20 endorsed for OPT, passport, I-94, and visa (Except for Canadians)  
<https://i94.cbp.dhs.gov/>
5. **Send your complete application to USCIS within 30 days of the OPT Employment Requested date to one of the addresses below:**

**US Postal Service**

USCIS  
P.O. BOX 21281  
Phoenix, AZ 85036

or

**Express Mail or Commercial Service**

USCIS  
Attn. AOS  
1820 E Skyharbor Circle S  
Suite 100  
Phoenix, AZ 85034

- USCIS will provide you with a receipt for your application within 2-3 weeks. Once you have your receipt, you can use your receipt number to track your application status online at the following website: <https://egov.uscis.gov/cris/Dashboard.do>. You may also apply to receive email alerts informing you of your application status.
- USCIS will approve or deny your application for OPT within 2-3 months (Estimates will vary).

### **After Applying**

#### **E-Notification**

To receive an e-mail and/or a text message that your application has been accepted at USCIS, visit <http://www.uscis.gov/g-1145>. This website will provide instructions for completing the Form G-1145.

#### **When to Begin Work**

Before beginning your Post-Completion OPT employment, you will need the following:

- Social security number (SSN)
- Employment Authorization Document (EAD) card in hand
- The date listed on your EAD card has passed

If you filed for OPT before an employment offer, be sure to notify ISSS of your employer information once you have received a job offer. This information will be added to your SEVIS record, and a new I-20 will be printed that includes the employer information.

### **Frequently Asked Questions**

#### **When can I start OPT?**

- Start date for OPT can be no later than 61 days after the completion of your program

#### **Can I travel internationally while my OPT request is pending?**

- To travel while your OPT request is pending is possible, be sure to travel with the following documents:
  - Immigration documents: I-20, I-94, valid passport, valid visa
  - I-765 receipt notice (Form I-797)

#### **Can I travel internationally while on OPT?**

- To travel while on OPT please take the following as you travel in and out of the country:
  - Immigration documents: I-20, I-94, valid passport, valid visa
  - EAD Card (If available. Please note that the EAD card by itself is not sufficient for reentry)
  - Proof of current employment

#### **If I'm not currently employed, how quickly must I find work?**

- There is a 60 day window immediately after graduation that can serve as time to find employment.

#### **How long can I be unemployed?**

- Total time spent unemployed during OPT must be less than 90 days. Even if the unemployment is not consecutive. If you are coming up on your 90 day limit, you may volunteer for a minimum of 20 hours each week. This time spent volunteering must be supported by written documentation from your supervisor.
- Unemployment in excess of 90 days may impact future immigration benefits.

#### **What do I do if I change employers?**

- ISS should be notified immediately upon any change in employment. This information is then used to provide a new I-20 with the updated employer information.

#### **Am I still required to update my address within 10 days of any change in address?**

- Yes

#### **Can I still take classes?**

- During OPT you may not register for additional courses at SUU that would help you progress towards a degree. However, you may enroll in recreational courses such as racquetball, rock climbing, etc. A hold will be placed on your account while on OPT. To make registration changes, you will need to work with your Academic Advisor.

#### **After completing OPT, am I able to return to full-time student status?**

- Yes, however you will not be able to enroll for a degree you have already completed. E.g. if you have completed your bachelor's degree, you cannot enroll for another bachelor's degree.

Student Name: \_\_\_\_\_  
Family/Last Name First Name

T-Number or SEVIS ID or Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current U.S. Address: \_\_\_\_\_  
Street address City State Zip

**Verification of Program Completion**  
**To be completed by the Academic Advisor**

Date of Graduation: \_\_\_\_\_ (Date when all graduation requirements have been completed)

Student's Major: \_\_\_\_\_

\_\_\_\_\_  
Academic Advisor Name Academic Advisor Signature Date

**Employment Information**

Name of Company: \_\_\_\_\_

Company EIN: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Requested OPT Authorization Start date: \_\_\_\_\_

Dates of Employment: Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Number of hours you will work per week: \_\_\_\_\_  Full time or  Part time

Brief Position Description: (you may also attach a copy of the position description from the employer)

*I have read and understand the requirements for applying for OPT, I understand that I must continue to maintain my immigration status while on OPT, and I certify that all of the information contained in this packet is correct.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

# OPT Timeline

