Eligibility
In order to be eligible for Pre-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.

- Must be in good academic standing
- Must be in status with immigration requirements
- Must relate to your program of study
- Must have been in attendance at SUU for at least one academic year*
  - *Students can submit an application no more than 90 days before meeting this requirement

How to Apply
1. Become familiar with Pre-Completion OPT rules and requirements
   - Information is included in this packet, you can also contact staff in ISSS with questions
2. Submit a Pre-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
3. 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.
   - 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/](https://i94.cbp.dhs.gov/)
4. Send your complete application to USCIS within 30 days of the OPT Employment Requested date to one of the addresses below:

<table>
<thead>
<tr>
<th>US Postal Service</th>
<th>Express Mail or Commercial Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>USCIS</td>
<td>USCIS</td>
</tr>
<tr>
<td>P.O. BOX 21281</td>
<td>Attn. AOS</td>
</tr>
<tr>
<td>Phoenix, AZ 85036</td>
<td>1820 E Skyharbor Circle S</td>
</tr>
<tr>
<td></td>
<td>Suite 100</td>
</tr>
<tr>
<td></td>
<td>Phoenix, AZ 85034</td>
</tr>
</tbody>
</table>
5. 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](https://egov.uscis.gov/cris/Dashboard.do). You may also apply to receive email alerts informing you of your application status.
6. 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](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
Requirements while on Pre-Completion OPT:

- Work no more than 20 hours per week while school is in session
- Maintain a valid passport
- Maintain a valid I-20 with proper endorsements

Be Aware:

- Students approved for Pre-Completion OPT are not eligible for the 17 month STEM extension
- Any time spent on Pre-Completion OPT will count against the 12 months of allowed OPT per degree level
- Pre-Completion OPT must end by the student’s program completion date list on item #5 of the I-20

Frequently Asked Questions

What documents do I need in order to begin working?
- New I-20 endorsed for Pre-completion OPT.
- Social Security Number (SSN)

Will I need a Social Security Number (SSN) in order to begin work?
- Yes, an SSN is required for all students engaged in on/off-campus work. For information about applying for an SSN, please contact ISSS.

Will I need to file taxes?
- Taxes may be required depending on the amount of money you make. You are encouraged to meet with a tax professional familiar with how tax laws affect immigration status.

Am I able to work Pre-completion OPT during the summer?
- Yes

Now that I’m hired, what are my next steps?
- Now that you are hired, you will need to apply for a Social Security Number by completing and submitting this letter and the application for a Social Security Number (SSN) to the Social Security Administration Office in Cedar City. Once you have received your SSN, you are eligible to begin work.

How many hours can I work each week?
- 20 hours per week during classes, and 40 hours per week during breaks.

Does time spent on Pre-Completion OPT take away from the time I can spend on Post-Completion OPT?
- Yes, Students are given a total of 12 months for all types of OPT. Any time that is spent on pre-completion OPT will take away from available time for post-completion OPT.
Pre-Completion Optional Practical Training (OPT) Application

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

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 student 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