

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.
 - 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/>
4. **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

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>. 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>. 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.

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