

**OPTIONAL PRACTICAL TRAINING (OPT)**

**Initial 12-Month Post-Completion OPT (Students on F-1 Visa)**

*Optional practical training* (OPT) is defined as a work experience directly related to your field of study. F-1 students who graduate from US institutions are allowed 12 months of initial OPT per degree level: Bachelor’s, Master’s, and PhD.

**Who Can Apply:**

F-1 students who have maintained their F-1 status, have been in F-1 status for one academic year, and have completed all the coursework required for their degree are eligible. In order to maintain F-1 status you must:

1. Keep your passport valid at all times,
2. Actively enrolled in the school you are authorized to attend
3. Continue to pursue a full course of study unless authorized by the Office of International Student Life for less than full-time
4. Follow procedures for moving from one educational program to another and school transfer and
5. Refrain from unauthorized employment.

**When to Apply:**

The application for post-completion OPT can be submitted up to 90 days prior to the completion of your program and no later than 60 days after your program end date. The start date of the OPT can be no later than 60 days after the completion of your program. Program completion is not graduation, it is the end of your final semester when you have completed all your academic work.

**How to Apply:**

First complete the ***Nichols Request for OPT Recommendation*** and sign acknowledgment forms attached to this document. After completing and submitting these forms to your PDSO/DSO, you can file an I-765 via USCIS online. To file your I-765 forms online, you must first create a USCIS account online at <https://myaccount.uscis.gov/>. This free account allows you to:

* Submit their forms;
* Pay their fees;
* Track the status of their case;
* Communicate with USCIS through a secure inbox; and
* Respond to Requests for Evidence.

After creating your USCIS account, go to: <https://www.uscis.gov/file-online/forms-available-to-file-online> to complete the online I-765 Application. When submitting the application you will be required to providing the following:

* A copy of your Form I-94 (downloaded from <https://i94.cbp.dhs.gov/I94/#/home>
* A copy of your last EAD (if applicable)
* Two identical passport-style photographs
* If you were not previously issued an EAD, you must submit a copy of a government-issued identity document
* $410 processing fee *(subject to change, please visit* [*https://www.uscis.gov/feecalculator*](https://www.uscis.gov/feecalculator) *for up-to-date fees)*

For more information and instructions, please visit: <https://www.uscis.gov/i-765>



**OPT Request Form**

**12 Month Post-Completion Optional Practical Training (OPT)**

**PLEASE PRINT OR TYPE:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **First Name** |  | **Last Name** |
|  |  |  |
| **Nichols ID #** |  | **Major/Dept.** |
|  |  |  |
| **Degree** |  | **Expected Completion Date** |
|  |  |  |
| **Non-Nichols Email Address** |  | **US Telephone #** |

Proposed employment for OPT *(describe what kind of jobs you are looking for, and how it relates to your major*): \*This must be filled out, even if you don’t yet have a job offer

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| --- |
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**Employment must be directly related to your major area of study**

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| --- | --- | --- |
|  |  |  |
| **OPT Start Date (MM/DD/YYYY)** |  | **OPT End Date (MM/DD/YY)** |
|  |  |  |
| **OPT Employer/Company Name *(If known)*** |  | **Company EIN *(Employer ID for Federal Tax, if known)*** |
|  |  |  |
| **Supervisor Name (if known)** |  | **Supervisor Email (if known)** |
|  |  |  |
| **Supervisor Telephone # (if known)** |  | **Company Address (incl. street, city, state, and ZIP)** |

**Please be aware that it is YOUR RESPONSIBILITY to inform the PDSO/DSO of ANY CHANGES in your employment situation.**

|  |  |
| --- | --- |
|  |  |
| **Student Signature** | **Date (MM/DD/YYYY)** |



**OPT Responsibilities Acknowledgement Form**

**12 Month Post-Completion Optional Practical Training (OPT)**

While on Optional Practical Training (OPT) you remain in F-1 non-immigrant status and you must have a valid I-20 form and a valid I-94 with the D/S notation.

**TRAVEL ON OPT**

**If traveling while on OPT, you must have**:

1. Valid passport
2. Valid F-1 visa for your return
3. Recently signed I-20 form
4. Your Employment Authorization Document (EAD Card)
5. Proof of employment/offer letter or paystubs from your work in order for you to re-enter the US in your F-1 OPT status.

\*If your visa has expired, you can apply for a new F-1 student visa from a US Consulate abroad with the same documentation as mentioned above. Please note, do not show any documents which discuss applying for an H-1B, as F-1 student visas are non-immigrant intent.

**REPORTING REQUIREMENTS**

While on your initial 12 months of post-completion OPT you are required to report the following information to the PDSO/DSO.

* Any change of your US address
* Name and address of your OPT employer, and any change in employment such as starting a new job, leaving a job, change of company address, etc

**LIMITED PERIODS OF UNEMPLOYMENT TO MAINTAIN STATUS**

* During post-completion of OPT, F-1 status is dependent upon employment.
* Students may not accrue an aggregate of more than 90 days of unemployment during the 12-Month post-completion OPT carried out under the initial post-completion OPT authorization.

*By signing below, you acknowledge that you have read the above information, including your reporting requirements to the PDSO/DSO at Nichols College.*

*Please keep a copy of this for your files and to serve as a reminder.*

|  |  |
| --- | --- |
|  |  |
| **Student Signature** | **Date (MM/DD/YYYY)** |