F-1 Optional Practical Training (OPT)
Information & Instructions

Definition

Optional practical training is work authorization for professional employment in the student’s field of study that is not part of the academic curriculum. It may be granted four times in a student’s academic career:

1. during summer or winter break when school is not in session;
2. after the completion of all course requirements for the degree, but before completion of the thesis;
3. during an academic term, part time (20 hours/week or less);
4. after completion of the degree (called post-completion OPT)

Maximum Time Allowed

A maximum period of twelve months (full-time) Optional Practical Training can be granted per degree level. Students are eligible for an additional twelve months with each higher degree level. OPT may either be full-time (more than 20 hours per week) or part-time (20 hours or less per week). Part-time OPT is deducted from the total amount of available OPT at one-half the full-time rate. For example, two months of part-time OPT is equal to one full-time month. Any part-time Curricular Practical Training (CPT) will not be deducted from the Optional Practical Training period available to students. However, if a student uses twelve months of full-time Curricular Practical Training, no additional Optional Practical Training is permitted.

When To Apply

To be eligible, a student must be in valid F-1 status and have been maintaining F-1 status for a minimum of nine consecutive months. A student requesting PRE-COMPLETION Optional Practical Training can apply up to 120 days before the beginning of the employment. A student requesting POST-COMPLETION Optional Practical Training can apply up to 90 days before or within 60 days after the completion of the degree. The application for OPT must be received by the U.S. CIS before the end of the 60 days following the degree completion date. Current processing times can be between 2-3 months, so it's best to apply early.

How To Apply

1. Have your academic faculty advisor complete the OPT Recommendation Form for F-1 Students (printable form available at the International Programs website).

2. Submit the completed OPT Recommendation Form to the Office of International Programs. If you are eligible, the office will process a new SEVIS I-20 with an Optional Practical Training endorsement and schedule an appointment to meet with you.

3. **Employment cannot begin until a student is issued an Employment Authorization Document (EAD) card by the U.S. CIS.** To obtain an EAD, you must apply directly to a regional U.S. CIS service center within 30 days of the international student advisor’s recommendation on the new I-20 document.

(please turn over)
Application Materials:

1) **Form G-1145.** This form is to request a text message and/or e-mail confirmation to be sent to you when the USCIS accepts your application. Place the form on the top of all of the other application materials. [https://www.uscis.gov/g-1145](https://www.uscis.gov/g-1145)

2) **$410 fee** (check or money order made payable to Department of Homeland Security)

3) Two passport-type photos with name and I-94 number printed on back – must be taken within 30 days of applying for OPT


**Eligibility Category (for question #20): Post-Completion OPT – (c)(3)(B)**

5) Photocopy of new SEVIS I-20 with OPT endorsement

6) Photocopy of the faculty advisor’s completed **Recommendation Form**

7) Copies of your **F-1 visa, passport photo/identity page** with passport expiration date and **electronic I-94 record** ([https://i94.cbp.dhs.gov](https://i94.cbp.dhs.gov)),

8) **Documentation** of any previously issued EAD cards (i.e. for Severe Economic Hardship) and/or periods of CPT (Curricular Practical Training)

   It is recommended, but not required, that you also submit:
   - Transcripts verifying full-time enrollment throughout academic program

Mail the above materials/documents to the address below:

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<thead>
<tr>
<th>If sending by US Post Office mail:</th>
<th>If sending by FedEx, UPS or DHL:</th>
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</thead>
<tbody>
<tr>
<td>USCIS</td>
<td>USCIS</td>
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<tr>
<td>PO Box 21281</td>
<td>Attn: AOS</td>
</tr>
<tr>
<td>Phoenix, AZ 85036</td>
<td>1820 E. Skyharbor Circle S, Suite 100</td>
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<tr>
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<td>Phoenix, AZ 85034</td>
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It is recommended that you mail your application by either **certified mail or return receipt** to have proof of sending your application.

**Always keep copies** of all documents sent to and received from the U.S. CIS.**

**Change of address:** If you change your address while the OPT application is in process, you need to update your address at: [www.uscis.gov/addresschange](http://www.uscis.gov/addresschange)

**IMPORTANT!** If you do not complete your degree when expected, you must apply for a program extension before your new OPT I-20 expires.