

IMPORTANT

READ BEFORE YOU APPLY FOR OPT

OPT IMMIGRATION REQUIREMENTS

In order for you to maintain your status as an F-1 student you must comply with the following regulations:

MANDATORY

As an F-1 student you are required to report the following during your OPT:

1. Address – complete home address where you are currently living **even if it is temporary**. You must update us **EVERY** time you move to a new address.
2. Employer's name and complete mailing address – you must find a job and report the address of the employer **within 90 days of the start date of your OPT**.
3. Any periods of unemployment – list specific dates that you are not employed.
4. New employment – you must report a new employee address within 10 days of changing jobs.

PLEASE ALSO PROVIDE

1. Any and all phone numbers
2. Any and all E-mail addresses

International Student Advisors are responsible for updating the SEVIS records for all international students to reflect any and all changes. The regulations governing these reporting requirements are **MANDATORY**. If we do not comply with these reporting requirements, you may be considered out of status as an F-1 student and subject to arrest and deportation.

**YOU MUST KEEP IN TOUCH WITH US DURING OPT SO
WE CAN UPDATE YOUR SEVIS RECORDS**



Optional Practical Training Agreement (OPT)

I understand that in order to remain in status with the USCIS during my OPT I **cannot be unemployed for more than 90 days during the 12 months of my OPT**; therefore, if I do not begin employment within the first 90 days of my OPT I will be illegally present in the United States and must return home.

I understand that during my OPT I must report the following information to the International Students & Scholar (ISS) office:

1. My complete home address, **where I am currently living**, even if it is temporary.
2. Any and all E-mail addresses where I can be reached.
3. Any and all phone numbers where I can be reached.
4. My employer's name and complete mailing address.
5. The dates of my employment as well as dated that I was unemployed.

I understand that I need to inform the ISS office **within 10 days anytime that any of the above information changes**.

I understand that I also need to inform the ISS office if I am approved for a Change of Status (H1b for example) or if I decide not to use the entire year of my OPT and leave the country or return to school on a new I-20.

I understand that all information can be reported to the ISS office via E-mail at issinfo@siu.edu or by calling 618.453.5774 or 618.536.7771.

Print name _____

Signature _____ Date _____

List All E-mail address(es): _____

Cell phone number(s): _____

Landline phone number(s): _____

GENERAL INFORMATION ABOUT OPTIONAL PRACTICAL TRAINING – OPT

Optional Practical Training (OPT) is designed to provide you with an opportunity to gain practical experience in your field of study. As an F-1 student you may apply for OPT in the following cases:

OPT can be used in the following situations:

- Full-time during the annual summer vacation. You must be enrolled during the spring and fall term.
- Part-time, maximum 20 hours per week, while school is in session. You must be enrolled as a full-time student.
- Full time at the end of your academic program
- Special application deadlines apply to graduate students who have completed all their coursework. Once your course work is complete, you may apply for OPT while you are working on your thesis or dissertation.
- After completion of the course of study, or, for a student in a Bachelor's, Master's, or Doctoral degree program, after completion of all course requirements for the degree (excluding thesis or equivalent). Continued enrollment, to complete your thesis or dissertation, after all requirements for the degree have been met does not preclude eligibility for OPT.

Requirements:

- OPT is limited to one twelve month period for each progressive degree level you complete. One year for a Bachelor's, one for a Master's, and one for a Ph.D.
- Part-time OPT, 20 hours per week or less, is deducted from the twelve months at a rate of half time.
- The suggested filing period begins 3 months before you complete your academic program, or, in the case of a graduate student who has completed all course requirements excluding thesis/dissertation, 3 months before you would like your practical training job to begin. While it is possible to apply for OPT during the 60-day grace period following the end of your program, we advise against applying this late as it can take 3-4 months to obtain the OPT approval card.
- You must have been enrolled as a full-time student for one full academic year, currently maintaining a full-time program of study, in valid F-1 status, and intend to work in a job directly related to your major field of study.
- You **CAN NOT WORK** until you have the EAD in your possession!
- An F-1 student authorized by the USCIS to engage in OPT is required to report any change of name or address, or interruption of such employment to the DSO for the duration of the authorized period of OPT. Students must maintain contact with their school throughout the OPT year. **You must send us:**
 - A photocopy of the front and back of your EAD
 - Your new residential and mailing address
 - The name and address of your employer
 - You **must** let us know when you change employers or move to a new address during the OPT year. Failure to do so will cause you to be out of status with the USCIS and ineligible for employment.

F-1 Optional Practical Training Application Procedure

Submit the following documentation to International Students and Scholars:

1. **Form I-20 (s)** – all prior I-20s, **especially** the original entry I-20 with the Homeland Security stamp in the upper right hand corner.
2. **Optional Practical Training Advisor Recommendation** form (attached) - The form must be completed and signed, indicating that you have been a full-time student every semester at SIUC and the date that you will complete your academic program.
3. **Form I-765** (attached) - The form must be completed and signed. The address fields have been completed so that your EAD will be sent to IPS. When your EAD arrives you will be contacted so that you can pick it up or we will send your EAD card to you at your current address via UPS.
4. **\$340.00 processing Fee** – You may use a personal check made payable to the **U.S. Department of Homeland Security** (print this on your check exactly as it is written here). You may also use a Money Order made payable to **USCIS** (print this on your money order exactly as it is written here).
5. **Passport Photos** – Two (2) (see instructions below)
6. **I-765 Fingerprint Signature Card** (attached) - Sign your name (black ink) in the box provided. Place a print (black ink) of your right index finger in the square provided. We will assist you with the finger print during your appointment.
7. **Passport - Biographic Information Page** - Bring your current passport to your appointment & we will make the photocopies to go with your OPT application.
8. **I-94 Card**. Make sure that your I-94 card is in your passport when you bring it to IPS.
9. **EAD(s)** – Bring all previous EAD cards from previous employment. If you do not have the EAD bring a photo copy of the front and back of the EAD(s).
10. **Optional Practical Training Agreement** (attached) - Complete and sign the form.
11. **I-20** – A new I-20 will be created for OPT at the time of your appointment.

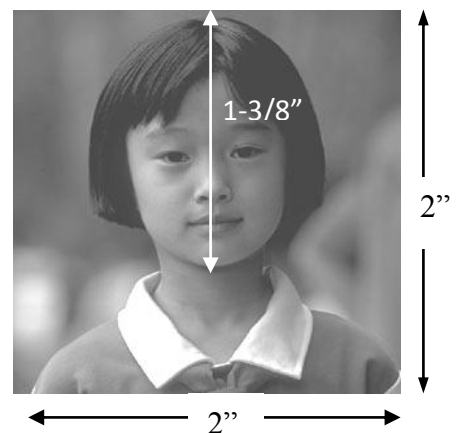
After your appointment you will go to the United States Post Office and mail your application for OPT either **Certified** or **Express Mail** to the Nebraska Service Center at the address listed below. The application **must** reach Processing Center in Lincoln within 30 days of the time that the I-20 is created on the day of your appointment.

Nebraska Service Center:

Homeland Security
United States Citizenship and Immigration Services
850 S Street
PO Box 87765
Lincoln, NE 68501-7765

PHOTOGRAPH REQUIREMENTS

Two (2) color full frontal face/passport photos with a white background. Both photos must be of just you, and both photos must be identical. They should NOT be mounted or retouched, and they must be printed on thin-glossy paper. Your head should be bare unless you are wearing a headdress as required by a religious order to which you belong. Your photos should not be larger than 2 x 2 inches, with the distance from the top of your hair to just below your chin about 1-3/8 inches. Lightly print your name, with a pencil, and your 11 digit admission number from your I-94 card on the back of each photo.



For more information on photo standards visit the Department of State website at:

<http://www.travel.state.gov/passport/pptphotos/index.html>

*Be sure your photo is exactly the size/dimensions stated above or USCIS will not accept it and your application will be returned costing significant time!



Signature

Place
Print
Here

Form I-765 CARD (1-23-91)

Department of Homeland Security
U.S. Citizenship and Immigration Services

I-765, Application For
Employment Authorization

Do not write in this block.

Remarks, Action Block, Fee Stamp
A#
Applicant is filing under §274a.12
Application Approved. Employment Authorized / Extended (Circle One) until (Date).
Subject to the following conditions:
Application Denied.
Failed to establish eligibility under 8 CFR 274a.12 (a) or (c).
Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)

I am applying for:
[X] Permission to accept employment. (OPT Employment)
[] Replacement (of lost employment authorization document)
[] Renewal of my permission to accept employment (attach previous employment authorization document).

1. Name (Family Name in CAPS) (First) (Middle) Which USCIS Office? Date(s)
2. Other Names Used (Include Maiden Name) C/O International Programs & Services SIUC Results (Granted or Denied - attach all documentation)
3. Address in the United States (Number and Street) (Apt. Number) 860 Lincoln Dr NW Annex B Wing 12. Date of Last Entry into the U.S. (mm/dd/yyyy)
(Town or City) (State/Country) (ZIP Code) Carbondale IL 62901-4333 13. Place of Last Entry into the U.S.
4. Country of Citizenship/Nationality 14. Manner of Last Entry (Visitor, Student, etc.)
5. Place of Birth (Town or City) (State/Province) (Country) 15. Current Immigration Status (Visitor, Student, etc.)
6. Date of Birth (mm/dd/yyyy) 7. Gender [] Male [] Female 16. Go to Part 2 of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(iii), etc.).
8. Marital Status [] Married [] Single Eligibility under 8 CFR 274a.12 () () ()
[] Widowed [] Divorced
9. Social Security Number (Include all numbers you have ever used) (if any) 17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.
Degree:
Employer's Name as listed in E-Verify:
Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number
10. Alien Registration Number (A-Number) or I-94 Number (if any)
11. Have you ever before applied for employment authorization from USCIS?
[] Yes (If yes, complete below) [] No

Certification

Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in Part 2 and have identified the appropriate eligibility category in Block 16.

Signature Telephone Number Date

Signature of person preparing form, if other than above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name Address Signature Date

Table with columns: Remarks, Initial Receipt, Resubmitted, Relocated (Rec'd, Sent, Approved), Completed (Denied, Returned)



Optional Practical Training Recommendation

TO BE COMPLETED BY FACULTY ADVISOR OR DEPARTMENT CHAIR

To: International Students and Scholars (ISS)
Southern Illinois University Carbondale 62901-6514

From: _____
Print Advisor/Department Chair Name Title

Department Signature and Mail Code

Re: **Optional Practical Training Recommendation For:**

Print family name, given name ID Number

This memo serves to confirm that the above-named student is currently, or was, a student in the Department of _____ at Southern Illinois University Carbondale specializing or majoring in the field of _____. The Optional Practical Training sought by this student is directly related to their field of study, commensurate with their educational level, and is recommended by this department.

This student:

_____ has maintained full-time enrollment status during each semester.

_____ has not maintained full-time enrollment status for the following reason:

This student (please check only one):

_____ is interested in Optional Practical Training while school is in session (work must not exceed 20 hours per week). STUDENT MUST MAINTAIN FULL TIME STATUS. (Prior to completion)

_____ has completed all course requirements and is expected to complete thesis or dissertation by _____/_____/_____ and graduate on _____/_____/_____

_____ has completed, or is expected to complete, the course of study and graduate on _____/_____/_____

Signature _____ Date: _____
Advisor/Department Chair