F-1 Optional Practical Training (OPT)

1. Review all information on how to apply for optional practical training – this packet or information on web at
   www.canton.edu/international/visa.html
2. When you have gathered all items necessary for applying (see checklist below) schedule an appointment with
   me to request your training – you must have all items prepared PRIOR to our meeting.

   **Checklist** (Preferred order)

   - **FORM** - F-1 OPT Advisor Form (used for advising purposes only – not sent to USCIS)
     - Completed by you and your academic advisor – some fields you may need to wait until our appointment to complete
   - **FORM** - Completed form I-765 (I will review this during our appointment)
   - **Copies** of...
     - all previously issued I-20’s
       - NOTE – failure to provide all previously issued I’20’s could delay your OPT adjudication process
       - Visa/Passport
       - Front & back of I-94 (small white card next to your visa or printed electronic version)
       - Copy of previous EAD card, if you have one for any previously authorized OPT
   - **Two** (2) **U.S. passport style photos** (photo information can be found at www.canton.edu/international/visa.html) Please make sure you provide the correct photo or your OPT application will be delayed. Recommended: Lightly print your name and I-94 card # on the back of each photo with a pencil.
   - **Check or money order** made payable to Department of Homeland Security for $410
   - **FORM** – G-1145 for electronic notification of receipt of your application. (Optional)

3. Once your application has been reviewed by IPO – I will prepare the advisor recommendation in SEVIS and
   produce a new I20. You will mail all documents noted above by priority mail – UPS – or FEDEX. Any method is
   fine – as long as you obtain a tracking number to ensure the Service Center has received your application.
   a. You must mail your application request
      i. no more than 30 days after the request is made
      ii. no more than 60 days after your ‘program end date’

   **Mail to** – USCIS Dallas Lockbox (Mail to USCIS Dallas Lockbox only if your return address is; Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia – see instructions if applying outside this area)

   For U.S. Postal Service (USPS) Deliveries:
   USCIS
   PO Box 660867
   Dallas, TX 75266

   For Express Mail and courier deliveries:
   USCIS
   Attn: AOS
   2501 S. State Hwy. 121 Business
   Suite 400
   Lewisville, TX 75067

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   Revised: February 2013
Your Responsibilities While on OPT

8 C.F.R. 214.2(f)(11)(ii)(A)

- Only work after USCIS approves Optional Practical training and only during the Employment Authorization Document (EAD) validity periods

- Only engage in work directly related to your major course of study

- Do not be unemployed more than 90 days – see IPO for more information on what is considered ‘Employment’ for OPT purposes.

- Travel while on OPT is permitted – you must travel with a valid passport, current F1 visa, I-20 endorsed within the last 6 months, EAD card (or approval notice) AND job offer.

- Your OPT will terminate when you transfer to another school or begin study at another educational level – contact the IPO to understand the best date to begin study at another school or education level based on your current employment situation.

- Immigration regulations mandate that you must continue to update the IPO with any changes to your address and/or (un)employment during your time in F1/OPT status.
  - Send an email to lassiale@canton.edu with any updates to your employment – U.S. address – immigration status – extension requests – or - departures
    - Current US physical address – this must be submitted within 10 days of your move
    - Obtaining a new job – submit:
      - employer name
      - employer Location Address (the location where you are working)
      - start date
    - Ending employment – submit the date your unemployment began
    - Changes in immigration status – submit a copy of your new status paperwork
    - Requests for ‘Cap-Gap’ or ’17-month’ extensions
      - See IPO for details on both extension requests
    - Departure from the United States and terminating F1/OPT status acknowledgement