

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

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.
 - o 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