International Student Services
F-1 Optional Practical Training (OPT)

What is Optional Practical Training?
Optional Practical Training provides F-1 students with 12 months of full-time, practical work experience in their field of study per degree level. OPT employment authorization may be granted pre-completion (part-time while school is in session or full-time during winter or summer breaks) or post-completion (full-time after the completion of studies.)

What is STEM OPT Extension
The STEM program allows for a 17 month OPT extension to students who qualify. Students with the following majors may qualify for the OPT STEM extension: BS in Biology, BS in Teaching Licensure in Secondary Computer Science, MS in Information Systems, BS in Information Technology, MS in Information Technology, BS Mathematics, and BS in Teaching Licensure in Secondary Mathematics. The student must be employed by an employer who is enrolled in the E-Verify program. Companies enroll in this program at their discretion and there is not an available list of employers enrolled in this program.

Who is eligible for OPT?
F-1 students who have been enrolled on a full-time basis for a minimum of one academic year and whose proposed OPT employment will directly relate to their field of study may be eligible for OPT. If the last semester of study is spent outside the United States you may not qualify for OPT.

When should you apply for OPT?
A qualified student can apply for pre-completion OPT up to 120 days prior to their desired start date. Post-completion OPT can be applied for up to 90 days prior to the end of degree completion and up to 60 days following degree completion. This means that the start date you request must fall between your graduation date and no later than 60 days after. You do not have to have a job starting exactly on that date, but be aware that the dates you select will be noted on your OPT card and will count for the 12 month employment term.

What is required while on OPT?
Every student on OPT is required to report any changes of name, address, and/or changes in employment to International Student Services at Marymount University.

Employment requirements while on OPT to maintain status:
- F-1 status during post-completion OPT is dependent upon employment which must be related to the completed degree.
- The employment does not have to be paid employment. Interning and volunteering would be considered employment, even if unpaid, as long as the unpaid position directly relates to the completed degree.
- No more than a total of 90 days of unemployment may be accrued during any post-completion OPT.
- Employment authorization will begin on the date requested or the date the employment authorization is approved, whichever is later.
- Employment reporting requirements must be complied with in order for the student to maintain status.

August 2010
APPLYING FOR OPTIONAL PRACTICAL TRAINING

Application Procedure:
Make an appointment with an ISS advisor. Your ISS advisor will help to explain all OPT procedures and how they apply to your individual case.

Bring the following documents:

- Completed Advisors Form
- Effective November 23rd, 2010, a $380.00 check or money order must be made payable to: USCIS.
- 2 passport photos. Please see the attached example. Print your name and birth date on the back of each photo.
- Completed Immigration Form I-765.
- **Line 1:** Last name should be spelled out in all capital letters. Your first name should be spelled with only the first letter capitalized. For example: SMITH, Jane
- **Line 10:** This number (I-94 number) can be found on the white card in your passport. Please include all 11 digits.
- **Line 11:** This should only be completed if you have applied for OPT before (or TN visas or a previous H-1B visas). You can check NO if you have only done CPT and on-campus employment.
- **Line 12 & 13:** Please see your I-94 card for this information.
- **Line 16:** Code for pre-completion practical training (C) (3) (A); post-completion practical training (C) (3) (B); 17-month extension for STEM students (C) (3) (C)
- **Line 17:** Leave Blank. It is for STEM extension applications only.
- Passport and Visa (if applicable)
- I-94 card
- All I-20s, even if for a previous F-1 status (We may not send them all, but need for application.)
- Completed OPT Date Selection Form (This form is for inter-office purposes only. It does not get mailed to USCIS)
- Your ISS advisor will prepare a new I-20 for you as well as provide you with an envelope to mail out your application to:
  - Form G-1145 (Not required, but recommended)

**USCIS Dallas Lockbox**

For U.S. Postal Service (USPS) Deliveries:

- USCIS
- PO Box 660867
- Dallas, TX 75266

For Express mail & courier deliveries:

- USCIS
- Attn: AOS
- 2501 S. State Hwy.
- 121 Business
- Suite 400
- Lewisville, TX 75067

Write on bottom right hand corner of envelope “Form I-765”

It is recommended that you apply well in advance of the date you would like to begin your employment as it is likely to take 2-3 months before you receive your Employment Authorization Document (EAD) card and are able to begin working. Students may apply for post-completion OPT up to 90 days prior to their program end date.

**What happens after your application is sent?**

You should receive a Notice of Action within approximately two weeks of sending your application. This will prove that you have an application pending with USCIS. This Notice of Action will include a receipt number (LIN number). This is the number that you will use to check your case status online at [www.uscis.gov](http://www.uscis.gov).

August 2010
**IMPORTANT FACTS TO KNOW WHILE ON OPT**

Please pay special attention to the reporting requirements while on OPT:

- Report all address changes to ISS within 5 days of moving to your new residence.
- A P.O. Box or an office address is not acceptable.
- Report any change of name.
- Report any changes in name and address of employer or any interruption of employment within 5 days.
- Make sure ISS has a photocopy of the front and back of your Employment Authorization card on file.

**General Information:**

- You must have your Employment Authorization Document/card and the start date must be valid for you to begin employment.
- The Employment Authorization Document will be mailed to the address on the I-765 form. The Post Office will not forward mail should you change your address; they will not mail your document to a P.O. Box or to an overseas address.
- Unless you are found ineligible you should receive your Employment Authorization Document within 60-90 days after receipt of your application.
- Please contact your ISS advisor if you plan on traveling outside the United States after you apply for OPT, as traveling outside the US during this time can be risky.
- It is your responsibility to submit a copy of your Employment Authorization Document to ISS for your student file.
- You must notify ISS if you change status prior to the OPT expiration date. You must also send a copy of your change of status approval to the ISS office.
- While on OPT you are still in F-1 status. You should familiarize yourself with your responsibilities during your practical training.

**Types of Work that are valid as employment while on OPT**

- Regular paid employment for at least 20 hours per week. (You may work for multiple employers, as long as it is directly related to your program of study).
- Short-term multiple employments such as in the music and art field.
- Work for hire or provide services by contractual relationships.
- Self-employed business owner. (You must work full time, and show evidence of business licenses.)
- Employment through an agency.
- Volunteer or unpaid internship for at least 20 hours a week. This would be an option for someone who doesn’t meet the employment requirements.
- For the 17-month STEM extension, you must have paid employment.
- In any case, be aware that you only have a 10 days exception period between the end of one job and the beginning of the next one.

**During OPT:**

- You must depart the United States within the 60 day grace period that follows your last day of OPT.
- If you plan on changing your status you should do so prior to your OPT expiring.
- If transferring to another school, please make sure to contact ISS so that your records may be electronically transferred prior to the end of your authorized stay.
- Be sure to use official ports of departure to exit the US and allow time at airports and land crossings to complete exit interview, even if traveling to Mexico and Canada, if you are subject to Special Registration.
- While on OPT you will no longer be eligible for student health insurance after August of your graduation year.

**Travel while on OPT:**

- Make sure your passport is valid at least 6 months into the future.
- Make sure your I-20 has been signed for travel within 6 months. If you need a new travel signature, bring or send your I-20 to ISS with a copy of your Employment Authorization card.
- Make sure that your visa stamp is valid. If your visa is not valid for re-entry, make preparations to renew your visa while overseas at the US embassy or consulate.
- Please note: ISS cautions against F-1 OPT travel if a new visa stamp is needed. Please consult your ISS advisor prior to traveling.
- Carry your Employment Authorization card and proof of employment with you.
- Proof of employment may include a letter from your employer or recent pay stubs.
If you have an expired F-1 visa stamp and you plan to make a short trip to Canada, Mexico, or adjacent (Caribbean) islands, consult your ISS advisor.

### OPT Reporting Guidance

**ALL students on OPT must** report the following information to the International Student Services (ISS) e-mail account (iss@marymount.edu) as employment updates occur:

<table>
<thead>
<tr>
<th>Situation</th>
<th>Student Reports to DSO</th>
</tr>
</thead>
</table>
| New Job                                                                  | • Name of the employer.  
• Start date of employment.  
• Mailing address for the employer.                                                                              |
| Change to a new job (less than 10 days between jobs)                      | • Name of the previous employer.  
• Ending date of the employment with the previous employer.  
• Name of the employer.  
• Start date of employment  
• Mailing address for the employer.                                                                                   |
| Multiple short-term jobs in one period with less than 10 days between jobs | • Report at the beginning of the first job and indicate “multiple short term jobs.”                      |
| Work for hire (start)                                                    | • Indicate “self-employed work for hire.”  
• Indicate the start date of the contract.                                                                           |
| Work for hire (ending more than 10 days between the end of one contract and the beginning of another contract or new job) | • Indicate “self-employed work for hire.”  
• Indicate you have no current contract.  
• Ending date of the last contract worked.                                                                            |
| Self-employed business owner (start)                                     | • Indicate “self-employed business owner.”  
• *Indicate business address.*  
• Indicate date business was established/started.                                                                       |
| Self-employed business owner (end)                                       | • Indicate “self-employed business owner.”  
• Indicate date business closed or student no longer worked for the business full time.  |
| Student decides to exit the U.S. and complete his or her F-1 status prior to the end date of OPT | • Indicate “completing OPT and exiting the United States.”  
• “Date of exit [mm/dd/yyyy].”                                                                                         |

August 2010
Acknowledgement of Receipt of Information of Legal Obligations while on OPT as required by the Department of Homeland Security

Qualified student can apply for pre-completion OPT up to 120 days prior to their desired start date. Post-completion OPT can be applied for up to 90 days prior to the end of degree completion and up to 60 days following degree completion. This means that the start date you request must fall between your graduation date and no later than 60 days after. You do not have to have a job starting exactly on that date, but be aware that the dates you select will be noted on your OPT card and will count for the 12 month employment term. Please note that your OPT application must be received by USCIS within 30 days of the I-20 issue date.

During this term, Marymount University will still be maintaining your F-1 visa status. You are therefore obligated by the Department of Homeland Security to:

- Engage only in employment connected to your field of study.
- Report to ISS your current address and subsequent changes to your address within 10 days of it changing.
- Report to ISS any name change within 10 days of its change.
- Report to ISS your employer’s name, address and your employment dates and subsequent changes within 10 days of the change.
- Report to ISS any periods of unemployment

IMPORTANT! There are limits on unemployment. Students may have up to 90 days of unemployment, during post completion OPT, if this is exceeded the student is considered to have violated their immigration status. The only exception is that periods of up to 10 days between the end of one job and the beginning of the next job will not be included in the calculation for the time spent unemployed.

Please note that if you find a volunteer position related to your field of study that this can be counted as “employment”. If this becomes your case document your volunteer position and the dates of this position to avoid accumulating those days to the 90 day limit allowed for unemployment.

Types of Work that are valid as employment while on OPT

- Regular paid employment for at least 20 Hours per week. (You may work for multiple employers, as long as it is directly related to your program of study).
- Short-term multiple employments such as in the music and art field.
- Work for hire or provide services by contractual relationships.
- Self-employed business owner. (You must work full time, and show evidence of business licenses.
- Employment through an agency.
- Volunteer or unpaid internship for at least 20 hours a week. This would be an option for someone who doesn’t meet the employment requirements.
- For the 17-month STEM extension, you must have a paid employment.
- In any case, be aware that you only have a 10 days exception period between the end of one job and the beginning of the next one.

You can report this information to ISS by:

1. Sending an email to iss@marymount.edu with “OPT requested information” in the subject field
2. Faxing information to ISS 703-284-5799
3. Mailing information to:
   International Student Services
   Marymount University
   2807 North Glebe Road
   Arlington, VA 22207

My signature below acknowledges receipt and understanding of the above information.

Printed Name __________________________________________________________
Signature ____________________________________________________________ Date ______________

Please feel free to call ISS with ANY questions at 703-526-6922

Rev. 08/13
MARYMOUNT UNIVERSITY
INTERNATIONAL STUDENT SERVICES
ACADEMIC ADVISOR'S CERTIFICATION FORM

This form is to be used by students currently in or seeking for a F-1 visa status that want to apply for Curricular Practical Training (CPT), Optional Practice Training (OPT), Change of visa status, Change of Major or extension of Program.

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>STUDENT ID</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Authorization request for: (check the option)

☐ OPT - Optional Practical Training
☐ Extension of program
☐ Addition or Change of Major/Minor
☐ Change of Visa Status or Other

MAJOR/DEGREE: ________________________________________________
If applicable:
2nd MAJOR: ________________________________________________
MINOR: ________________________________________________

REMAINING CREDITS: ___________ EXPECTED SEMESTER FOR GRADUATION: ___________ M/D/Y

COMMENTS: Please provide detailed information regarding request (i.e. Verify course enrollment, hours and credits required in the internship, etc.)

No additional information is required if the student is applying for OPT

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If you have questions regarding this form, please contact International Student Services at 703-526-6922 or e-mail at iss@marymount.edu

Acad. Advisor's Name: ___________________________ Signature: ___________________________ Date: ________

Student's Name: ___________________________ Signature: ___________________________ Date: ________
Department of Homeland Security
U.S. Citizenship and Immigration Services

I-765, Application For Employment Authorization

Do not write in this block.

Remarks

A# ____________

Applicant is filing under §274a.12

[] Application Approved. Employment Authorized / Extended (Circle One) until ________ (Date).

[] Application Denied.

Subject to the following conditions:

[ ] Failed to establish eligibility under 8 CFR 274a.12 (a) or (c).

[ ] Failed to establish economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)

I am applying for:

[] Permission to accept employment.

[] Replacement (of lost employment authorization document).

[] Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Name (Family Name in CAPS) (First) (Middle) Which USCIS Office? Date(s)

2. Other Names Used (include Maiden Name)

3. U.S. Mailing Address (Street Number and Name) (Apt. Number) Results (Granted or Denied - attach all documentation)

   (Town or City) (State/Country) (ZIP Code)

4. Country of Citizenship/Nationality

5. Place of Birth (Town or City) (State/Province) (Country)

6. Date of Birth (mm/dd/yyyy) Gender

   [ ] Male  [ ] Female

7. Gender

8. Marital Status

   [ ] Married  [ ] Single  [ ] Widowed  [ ] Divorced

9. Social Security Number (Include all numbers you have ever used, if any)

10. Alien Registration Number (A-Number) or I-94 Number (if any)

11. Have you ever before applied for employment authorization from USCIS?

   [ ] Yes (Complete the following questions.)

   [ ] No (Proceed to Question 12.)

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 "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in Question 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

Remarks

Initial Receipt Resubmitted Relocated Completed

Received Sent Approved Denied Returned

Form I-765 08/06/14 Y
OPT Date Selection

Intention to engage in Optical Practical Training (OPT)

Name: ___________________________ Student ID: ___________________________

(LAST) (FIRST) (MI)

I certify that it is my intention to engage in __________________________ (Post/Pre-Completion) Optical Practical Training in the area of __________________________ (major), at a level appropriate to my __________________________ (Master/Bachelors/Doctorate) degree. I am requesting that my OPT dates be from ____________ to ____________ . The start date I am requesting is within 60 days after the date my advisor has verified in writing that I will graduate or complete my coursework, thesis or dissertation if this is a request for post-completion OPT.

Please list any previous CPT including dates and whether it was/is full-time of part-time:

<table>
<thead>
<tr>
<th>Dates of previous CPT</th>
<th>Full or Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please list any previous OPT including dates and whether it was/is pre-completion or post-completion; also indicate your education level related to the OPT:

<table>
<thead>
<tr>
<th>Dates of previous OPT</th>
<th>Pre or Post-completion</th>
<th>Education level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have been absent from the U.S. for more than 5 months after beginning my education in F-1 visa status. The dates of my absence are from ____________ to ____________ .

_____ I have been enrolled at Marymount University for at least two consecutive semesters (Fall and Spring).

_____ I have one or more dependents in F-2 status.

Signature: ___________________________ Date: ___________________________
e-Notification of Application/Petition Acceptance
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form G-1145
OMB No. 1615-0109
Expires 09/30/2014

What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form, and the associated evidence, is collected under the Immigration and Nationality Act, section 101, et seq.

PURPOSE: The primary purpose for providing the requested information on this form is to determine if you have established eligibility for the immigration benefit for which you are filing. The information you provide will be used to grant or deny the benefit sought.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, and any requested evidence, may delay a final decision or result in denial of your form.

ROUTINE USES: The information you provide on this form may be shared with other Federal, State, local, and foreign government agencies and authorized organizations following approved routine uses described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File, Index, and National File Tracking System of Records, which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate, for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 3 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue, NW, Washington, DC 20529-2140. OMB No. 1615-0109. Do not mail your completed Form G-1145 to this address.

Complete this form and clip it on top of the first page of your immigration form(s).

<table>
<thead>
<tr>
<th>Applicant/Petitioner Full Last Name</th>
<th>Applicant/Petitioner Full First Name</th>
<th>Applicant/Petitioner Full Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address</td>
<td>Mobile Phone Number (Text Message)</td>
<td></td>
</tr>
</tbody>
</table>
Photo Requirements for OPT:

- In color
- Printed on photo quality paper
- 2 x 2 inches (51 x 51 mm) in size
- Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head.
- Taken within the last 6 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open
- Taken in clothing that you normally wear on a daily basis:
  - Uniforms should not be worn in your photo, except religious clothing that is worn daily.
  - Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
  - Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
  - If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo.
  - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required)
  - Glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash.

Photos copied or digitally scanned from driver’s licenses or other official documents are not acceptable. In addition, snapshots, magazine photos, low quality vending machine or mobile phone photos, and full-length photographs are not acceptable.