What is Optional Practical Training?
Optional Practical Training allows F-1 students 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 a 24-month OPT extension for 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 in Mathematics, and BS in Teaching Licensure in Secondary Mathematics. The student’s employer must be enrolled in the E-Verify program. Companies enroll in this program at their discretion, and Marymount University does not maintain a 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 student’s last semester of study is spent outside the United States, the student may not qualify for OPT.

When should you apply for OPT?
A qualified student can apply for pre-completion OPT up to 90 days prior to their desired start date. A qualified student can apply for post-completion OPT up to 90 days prior to the completion of all degree requirements or up to 60 days following degree completion. The OPT start date must fall between the date on which the student completes all degree requirements and the 60th subsequent day. A student does not need to have a job starting exactly on the requested start date, but the selected date will be noted on the EAD card (work permit). Students will only be allowed to work between the dates noted on the EAD card.

Please note that your OPT application must be received by USCIS within 30 days of the I-20 issue date.

Application Procedure:
First, attend one of the mandatory OPT workshops offered by ISS staff. When you have your documents ready make an appointment with an ISS advisor. See application packet check-list on the back. Your ISS advisor will help you review the application, go over all OPT procedures and how they apply to your individual case.

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.

Once your OPT is approved and you received your EAD Card you must do the following
- Send a copy of the card to the ISS office by email at iss@marymount.edu
- Set up your SEVP Portal: DHS's Student and Exchange Visitor Program (SEVP) will send a link inviting you to create an SEVP Portal Account once the OPT is approved and the start date on the EAD is reached. The mail will
be sent to the address you have in SEVIS from do-not-reply.SEVP@ice.dhs.gov. Please always check your Spam, Junk, or Trash folders to see if this email gets redirected.

Follow the instructions in that email immediately upon receipt and create your SEVP Portal Account. This link expires in 30 days from the time it is sent and it can only be clicked once to register your SEVP Portal Account. If the link is already expired, contact your IS Advisor to reset it. For any additional help with this process view the Study in the States website: https://studyinthestates.dhs.gov/sevp-portal-help

SEVP Portal Help Email: SEVP@ice.dhs.gov You will be able to use the portal account to update your personal information and your employer information. We also recommend you still e-mail ISS every time you have an information update.

**Application Packet Check-List:**
Bring the following documents:

- Completed Advisor’s Form
- A $410.00 check or money order made payable to: *Department of Homeland Security* or the G-1450 form for paying with a credit card.
- 2 passport photos. Print your name and birth date on the back of each photo.
- Completed/Printed Immigration Form I-765 (Scan the QR Code to the right)

*• Type or print in black ink*

*• Answer all questions fully and accurately. If a question does not apply to you type or print “N/A”. If your answer to a question which requires a numeric response is zero or none, type or print “None” unless otherwise directed.*

*• Sections to pay attention to:*

**Part 1:** Mark Initial permission to accept employment

**Part 2:**

- **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 8:** If you have an A-Number which is issued to people who has applied or was granted certain immigration benefits.
- **Line 9:** Asks for a USCIS online account which you will have only if you filed applications or petitions before using an online system.
- **Line 14 & 15:** If you have not already been issued a social security number and would like one please check “Yes” for items 14 and 15.
- **Line 21.a:** This number (I-94 number) can be found online at https://i94.cbp.dhs.gov or, in some cases, on a white card in your passport. Please include all 11 digits.
- **Lines 23 & 24:** Please see your I-94 for this information.
- **Line 26:** Enter your SEVIS number located at the top left corner of your I-20
- **Line 27:** Code for pre-completion practical training (c) (3) (A); post-completion practical training (c) (3) (B); 24-month extension for STEM students (c) (3) (C).
- **Line 28.a-28.c:** Leave blank unless applying for STEM extension.

**Part 3:** Select the box to indicate if you read this application yourself or if you had an interpreter help you

**Part 4:** If an interpreter is used, have them fill out Part 4.

**Part 5:** If someone else prepares you I-765 for you, have them fill out Part 5.

**Part 6:** Additional information: **Very important!** You must complete this section if you had CPT or OPT permits in the past and/or if you had other SEVIS record ID numbers.

For each of the items listed above (i.e. CPT, OPT, different SEVIS ID numbers), complete one box in Part 6,

3.a., 3.b and 3.c complete Page 2, Part 2, Item 27

Starting on 3.d. Complete all your CPT or OPT approvals if you have previous ones. Information is in your previous I-20’s

*For example: N0000000000, CPT, 07/07/17-09/07/17, Bachelor’s*

In the next box 4.d or 5.d Complete all your previous SEVIS record ID numbers that you had in the past.

11/08/2018
Passport and Visa (if applicable)

I-94— It can be printed from https://i94.cbp.dhs.gov.

All I-20s, even if for a previous F-1 status (We may not send them all, but need them for the application.)

Completed OPT Date Selection Form (This form is ISS office 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 USCIS.

Form G-1145 (Not required, but recommended.)

NOTE: You must mail your OPT application within 30 days of the I-20 issue date, otherwise your application will be denied by USCIS

Mail to USCIS Dallas Lockbox

U.S. Postal Service (USPS) Deliveries: For Express mail & courier deliveries:

USCIS
PO Box 660867
Dallas, TX 75266

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

Write on bottom right hand corner of envelope “Form I-765.”
Acknowledgement of Receipt of Information of Legal Obligations while on OPT as required by the Department of Homeland Security

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:

- Send ISS a copy of your EAD card. You must have your EAD card when you start working.
- Engage only in employment related to your field of study and provide to ISS a brief written description of how employment relates to your major.
- Report to ISS: your current address and subsequent changes to your address, phone number, or e-mail within 10 days of the change.
- Report to ISS: any name change within 10 days of its change.
- Report to ISS: your employer’s name, address, your employment start, end dates and hours worked per week as well as 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 accrued 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.

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 in a position related to your field of study. This can be counted as “employment”. Document your volunteer position, responsibilities and dates and report it to ISS to avoid accumulating days towards the 90 days limit of unemployment.
- For the 24-month STEM extension, you must have paid employment.

During and After OPT:
- While on OPT, you will no longer be eligible for student health insurance after August of your graduation year.
- You have a 60 day grace period after your OPT completion date. During that time you may apply for change of status, transfer your record electronically to another school or prepare to leave the United States.
- When you leave the United States, make sure to use official ports of departure to exit the US. 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.

Travel while on OPT:
- Make sure your I-20 is 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 Document card.
- Make sure your passport is valid at least 6 months into the future. Also take your EAD card and proof of employment with you.
- Make sure that your visa stamp is valid. If your visa is not valid for re-entry, plan accordingly to renew your visa while overseas at the U.S. Embassy or Consulate. ISS cautions against F-1 OPT travel if a new visa stamp is needed. Please consult your ISS advisor prior to traveling.

You can report this information to ISS by:
1. Sending an email to idocs@marymount.edu with “OPT requested information” in the subject field
2. Completing the electronic form OPT employer found at www.marymoun.edu .
3. Drop a hard copy of documents at our office. International Student Services, Gerard Hall, 1031 – Main Campus.

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. 09/18
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>
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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: ______

International Student Services
2807 North Glebe Road, Arlington, Virginia 22207-4299 - Phone: (703)523-6922 - Fax: (703)284-5799
Email: iss@marymount.edu - www.marymount.edu/studentlife/international

Updated 03/2011
# 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:

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<thead>
<tr>
<th>Dates of previous CPT</th>
<th>Full or Part-time</th>
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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:

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<th>Dates of previous OPT</th>
<th>Pre or Post-completion</th>
<th>Education level</th>
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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: ____________________________
Guidelines for OPT Photos

Your Photographs Must Be:

- Identical
- In color
- 2 x 2 inches in size
- Taken within the past 6 months, showing current appearance
- Full face, front view with a plain white or off-white background
- Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head
- Taken in normal street attire:
  - Uniforms should not be worn in photographs except religious attire that is worn daily
  - Do not wear a hat or headgear that obscures the hair or hairline
  - If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture
  - Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required)

NOTES:

- Vending machine photos are not generally acceptable
- See Digitized Passport Photos for information on acceptable digital photos
- Professional photographers see Guidelines for Producing High Quality Photographs for U.S. Travel Documents
Alumni Contact Information Form

First Name: ____________________________

Last Name: ____________________________

Permanent Address: ____________________

______________________________________

Country: _______________________________

Email: (1) _______________________________

Email: (2) _______________________________

Year of Graduation: ____________________

Alumni Contact Information Form

First Name: ____________________________

Last Name: ____________________________

Permanent Address: ____________________

______________________________________

Country: _______________________________

Email: (1) _______________________________

Email: (2) _______________________________

Year of Graduation: ____________________