

Union College International Advising Office

OPTIONAL PRACTICAL TRAINING
INFORMATION AND APPLICATION PACKET

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An international student with F-1 visa status may engage in temporary employment to gain practical experience in his or her field of study through the **practical training** employment options. There are **two types** of practical training:

- Curricular Practical Training (CPT) (required by academic course)
- Optional Practical Training (OPT)

Each employment option has its own rules and procedures that the student must follow in order to gain permission to work. This packet is for Optional Practical Training. **Please read carefully all the information provided before you apply for authorization for OPT.**

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Optional Practical Training gives F-1 international student the opportunity to gain paid practical experience in their field of study. OPT is available to students for up to 12 months after each educational level (i.e. undergraduate, graduate, post-graduate). OPT can be done during or after completion of a degree program.

PRECONDITIONS

- Legal F-1 visa status
- Full-time enrollment in an accredited school for at least one academic year (time spent on academic leaves abroad also counts)
- Passport must be valid for at least another six months
- Employment must be related to the student's major field of study and commensurate with the student's level of study
- No offer of employment is required, but the student is expected to work or be seeking employment
- Student must apply to the US Citizenship and Immigration Services (USCIS) and receive an Employment Authorization Document (EAD) **before** beginning employment

EMPLOYMENT DURATION

- Cumulative maximum limit of twelve months is allowed during any uninterrupted stay in F-1 visa status. Any previous part-time OPT will be deducted from the 12-month limit.
 - **PLEASE NOTE: The 12-month clock starts ticking down from the first day listed on your EAD, whether you are working or not**
- Students who engage in 12 months or more of full time curricular practical training become ineligible for Optional Practical Training, Part-time CPT does not affect eligibility for OPT
- OPT done while school is in session is limited to part-time employment only (20 hours per week).

APPLICATION TIMEFRAME

- With the assistance of a Designated School Official, any international student who wishes to engage in OPT employment must apply for and receive an EAD from the USCIS before he/she begins work.

- **PLEASE NOTE: Students are encouraged to submit applications to the USCIS no sooner than 90 days prior to graduation.**
- Students engaged in pre-completion OPT must maintain a full course of study during the period of employment.

AUTHORIZATION/APPLICATION PROCESS

STUDENT CHECKLIST

Complete Form I-765, Application for Employment Authorization. **While signing this form, make sure you sign CLEARLY and WITHIN THE LINES because your signature will be scanned for your EAD.**

- Write a bank check or money order payable to the **U.S. Department of Homeland Security** with the amount of the fee required for Form I-765. The fee amount for this form may change at any time; **the current fee amount is \$410.** Do not mail cash.
- Obtain two photographs. The photo requirements are the same as for passport photos (full frontal face photographs in color with plain background; the same size and image specifications as for passport photos.) The two photographs must be identical and no more than 30 days old when the application is filed. Head and face coverings are not acceptable except for limited religious or medical reason.
- Lightly print your first and last name on the back of each photograph with a pencil.
- Make copies of the ID page and US visa page of your passport.
- Print out a copy of your I-94 from cbp.gov
- Make copies of any previous EAD cards (if applicable.)
- Complete the Student Intent Form. Make sure you meet with a relevant faculty member to sign the Academic Department Certification, which certifies that the OPT work is related to your field of studies
- Make an appointment with the International Advising Office, Reamer 303 (X8785)
- Bring all required documentation together with your current, original I-20, any old original I-20's and a valid, unexpired passport (including the I-94).

WHAT HAPPENS NEXT

- If your F-1 status is valid and the proposed employment qualifies for OPT, the DSO will update your record in the SEVIS database to include an official recommendation for OPT
- You must mail the completed Form I-765, the filing fee check, the two photographs, and copies of all your original documents as listed above to the USCIS Service Center with jurisdiction over your place of residence. If you apply, while you are residing on campus, the relevant Service Center will be the one in St. Albans, Vermont (see the instructions to Form I-765 for a listing of other Service Centers). The address of the USCIS Vermont Service Center is:

USCIS Dallas Lockbox

For U.S. Postal Service (USPS)

Deliveries:

USCIS
PO Box 660867
Dallas, TX 75266

For Express Mail and Courier

Service Deliveries:

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

IMPORTANT RELATED ISSUES

PLEASE REMEMBER that while engaged in OPT after your graduation from Union College, you are still required to report to us in our capacity as the Designated School Officials any legal changes in your name, address and/or visa status.

WHAT IS EXPECTED OF YOU AS AN OPT EMPLOYEE

- You may begin work under OPT only after you have obtained your EAD from the USCIS
- Some employers may not be familiar with OPT type of work-if employers ask for additional information proving that this is legal employment opportunity, the International Advising Office will provide such information.
- Remember (and remind your employer) that you pay local, state, and federal taxes, but you are not subject to social security and Medicare (aka FICA) taxation if you have been in the US for less than five years and if you are on practical training. Your employer does not have to contribute his/her portion of FICA either.
- Your employer might request that you fill in additional paperwork and/or you present additional documentation before you start working. If you change employers, just make sure your EAD is valid at all times.
- Your EAD will not specify an employer but will state that it is for practical training employment. If you work at a job that is not directly related to your studies, this might cause problems later on if you apply for any change of status or adjustment to permanent resident status.
- Changing employers while on Optional Practical Training does not require submission of a new application to the USCIS provided that each new position is directly related to your field of study and commensurate with your level of study.
- If while working under OPT you decide to transfer to another school and/or start studies at a higher educational level, your OPT work permission will be automatically terminated.

TRAVEL ABROAD AND REENTRY WHILE ENGAGING IN OPT

- If you are engaged in pre-completion OPT (i.e. before graduation), follow the same travel procedures as all regular F-1 students.
- If you are engaged in post completion OPT (i.e. after graduation), you can travel abroad and you will be readmitted to resume employment for the remainder of the period authorized on your EAD, **ONLY IF** you present your current Form I-20 endorsed by your DSO within the preceding 6 months and an unexpired EAD. You are also required to have a valid passport with a valid F-1 visa to re-enter the United States.
- **PLEASE NOTE:** If you leave the US after graduation but before getting an EAD, you will not be permitted to re-enter the country to work under OPT. We advise you NOT to leave the United States BEFORE you have obtained your EAD!

Please remember that your visa status is **YOUR** responsibility.

POSSIBILITIES AFTER THE 12 MONTHS OF OPT

Students whose area of study is in the Science, Technology, Engineering, or Mathematics (STEM) fields are eligible to extend their 12 months of OPT for an additional 17 months for a total of 29 months of Employment. Contact DSO for more information.

If you wish to continue working in the US beyond the year of OPT and you do not qualify for the 17 month STEM extension, consult your employer, or an immigration lawyer for other options to stay/work legally.

Students become eligible for a second 12-month OPT authorization if they move on to a higher educational level (i.e., go to graduate school).

Students cannot add unused OPT time to any future OPT periods.

**OPTIONAL PRACTICAL TRAINING
DSO RECOMMENDATION REQUEST FORM**

1. PERSONAL AND PROGRAM INFORMATION

Name: _____ Date: _____

Local Address: _____

Phone: _____ Fax: _____ Non-Union Email: _____

SEVIS ID#: _____ Major: _____

Expected Date of Completion of Studies: _____

2. TYPE OF OPT YOU ARE REQUESTING

Pre-Completion of studies: Full-time, Available during vacation periods or after completion of all of coursework except for comprehensive, thesis, or dissertation only. **Starting on** _____ **and ending** _____

Pre-Completion of Studies: Part-time (20 hours a week or less)
Starting on _____ **and ending** _____

Post-Completion of Studies:

Starting: _____

Your start date may be any date after you complete your studies up to 60 days later.

Ending: _____

You must apply for all of the 12 month benefit you have remaining for this program of study unless you have plans for further study at the same education level, e.g., a second master's degree.

3. PREVIOUS OPT

If you have previously received OPT employment authorization for your current education level, indicate the date(s) it was authorized and the start and end dates on your EAD card (s):

Starting on _____ **and ending** _____

4. DESCRIBE YOUR PROPOSED EMPLOYMENT AND EXPLAIN HOW IT RELATES TO YOUR MAJOR.

5. DEPARTMENTAL CERTIFICATION

I certify that _____ is expected to complete or has completed all of the requirements for his/her program of study on _____ and that the proposed employment described in item #4 is directly related to his/her current major field of study.

Departmental Signature

Name (please print)

Title (please print)

Department (please print)

Date

6. STUDENT'S ACKNOWLEDGEMENT OF UNDERSTANDING

I understand that I am requesting the DSO's recommendation for Optional Practical Training Employment Authorization. The International Advising Office will assist me with reviewing my application for completeness and eligibility. Once the school has recommended the OPT, the application will be returned to me for filing it with the USCIS.

I understand that I am completely responsible for properly filing my OPT application with the USCIS and tracking its processing through the USCIS Case Status Online System at www.uscis.gov.

Signature

please print name

Date

Union College

International Student Services Office

807 Union St. (RCC 303)
Schenectady, NY 12308
518-388-8785

shinebas@union.edu
pawlowsm@union.edu

ACKNOWLEDGEMENT OF RESPONSIBILITIES FOR MAINTAINING F-1 STATUS WHILE ON POST-COMPLETION OF STUDIES OPT

While you engage in **Post-Completion of Studies OPT**, there are important rules with which you must comply in order to maintain your F-1 status. Please read them carefully and sign the Acknowledgement below that you understand these responsibilities.

1. You may work only within the dates that you have been authorized on your EAD.
2. During Post-Completion OPT, your F-1 status is dependent on employment. You may not accrue more than 90 days of unemployment during the authorized period of employment specified on your EAD.
3. You are required to report the following employment information to our office:

Name and address of employer
Change of name and/or address of employer
Any interruption of employment

4. You are also required to report the following information to our office within 10 days of making the change:
Change of name (Must bring proof of your updated passport noting the change)
Change of address

ACKNOWLEDGEMENT

I have read and understand the requirements of the Department of Homeland Security for maintaining my F-1 student status while I am on Post-OPT.

Signature

Name (please print)

Today's Date

Non-Union email address

Employment Information:

Name of Employer _____

Employer's EIN _____

Address of Employer _____

Job Title _____

Job Description (how it relates to your major)

Supervisor's Name _____

Telephone Number _____

Email _____