

F-1 Optional Practical Training (OPT)

Optional Practical Training (OPT) allows the F-1 student to gain work experience *directly related to their degree program* for up to 12 months total before and/or after the completion of studies.

Eligibility: You must not have not had full-time Curricular Practical Training (CPT) for 12 months at your current educational level. You must not have had 12 months of approved OPT at your current educational level. Your F-1 status must be in good standing.

Timeline to Apply: 1) Pre-completion OPT- no earlier than 90 days before one full academic year
2) Post-completion OPT- no earlier than 90 days before program end date
a) Graduate students who have completed their required coursework and have a thesis remaining can apply 90 days before the degree conferral date

Directions: Submit documents required for OIA at least 2 weeks before the last day stated in the *Timeline to Apply*. Ensure that USCIS receives your I-765 application within 30 days of the I-20 issue date.

Documents Required for OIA
<p>Send the following documents to oia@jefferson.edu:</p> <ul style="list-style-type: none"><input type="checkbox"/> F-1 Optional Practical Training I-20 Request Form<input type="checkbox"/> F-1 OPT Responsibilities<input type="checkbox"/> (Post-completion only) Signed letter from registrar or advisor on letterhead regarding program end date (sample template available) <i>Graduate students with a thesis remaining should receive a letter from their department about defense date and degree conferral date.</i> <p>OIA will process an I-20 with OPT Requested. You will need this I-20 as part of your application with USCIS.</p>
Filing I-765 with USCIS
<p>There are two options when filing I-765:</p> <ol style="list-style-type: none">1) E-filing- This is the recommended option. After you receive your OPT Requested I-20, file online at https://www.uscis.gov/i-765.2) Paper Filing- You will be responsible for the mailing fee to send your application to USCIS. <p>Request detailed instructions for either option by emailing oia@jefferson.edu.</p> <p>Important Note: The average processing time for an EAD card is 90-160 days. It is advisable that you keep your employer up-to-date and plan accordingly.</p>

F-1 Optional Practical Training (OPT) I-20 Request Form

Personal Information		
Family Name	First Name	Middle Name
Campus Key	Telephone	Personal Non-TJU Email
Current Local Address	Street	City
	State/Province	Postal Code
Major	Degree	
OPT Type <input type="checkbox"/> Post-completion <input type="checkbox"/> Pre-completion : Full-time Part-time		
Program Completion Date* (mm/dd/yyyy) <i>Date should match I-20 and advisor's letter</i>	Requested OPT Start Date** (mm/dd/yyyy)	Requested OPT End Date (mm/dd/yyyy)

*For JCLS graduate students with a thesis remaining, "program completion date" references degree conferral date unless otherwise advised.

** Post-completion OPT can request up to 60 days after their verified program completion date.

Travel		
Put approximate date(s) and destination(s) of planned travel outside of the U.S. If none, leave blank. Traveling outside of the country is NOT advisable after your program ends and your OPT is pending.		
From (mm/dd/yyyy)	To (mm/dd/yyyy)	Destination
From (mm/dd/yyyy)	To (mm/dd/yyyy)	Destination

Application Acknowledgement (check each box)	
<input type="checkbox"/> I am responsible for archiving any documents related to my F-1 non-immigrant status and the documents related to this application.	
<input type="checkbox"/> I understand that the outcome of my OPT application is up to the United States Citizenship and Immigration Services (USCIS), and that I am responsible for the requirements of this application.	
<input type="checkbox"/> I understand that I am responsible for mailing my own application and must do so within 30 days of my I-20 being issued.	
<input type="checkbox"/> I understand that TJU OIA is not responsible for any loss or delay of my OPT application and only USCIS can answer questions about the status of my application.	
Signature	Date (mm/dd/yyyy)