

Instruction

1. Post-completion OPT can be filed up to **90 days before** the program end/completion date and **up to 60 days after** the program end/completion date, provided that [Form I-765](#), Application for Employment Authorization is filed with USCIS within 30 days of the date the DSO enters OPT recommendation into SEVIS.
2. Employment authorization begins on the date approved by USCIS and printed on the OPT EAD card.
3. You must inform the International Student and Scholar Services (ISSS) at the Center for International Education (CIE) at the beginning of your authorized employment, so we can validate your SEVIS record using [Form CIE-160](#), OPT Reporting/Data Validation by email to issinfo@siu.edu.
4. All students are required to update the [ISSS](#) of their name, U.S.address, telephone number, email address, employer's name and address, dates of employment, part-time or full-time status (20 hours or more per week is considered to be full-time), and any periods of unemployment while on OPT within 10 days of moving/changing. Information may also be updated in the SEVP Portal.
5. All students are required to update the [ISSS](#) if there is a change in their immigration status (Ex. Change of Status to H-1B) and/or if they leave the U.S. and forfeit the remainder of OPT.
6. **Students may not accrue an aggregate of more than 90 days of unemployment** during the post-completion OPT period.
7. [Email](#) a copy of the OPT EAD card to ISSS immediately upon your receipt. You must be in possession of a valid EAD in order to begin working.
8. While on OPT, your job should be directly related to your field of study and commensurate with your level of education.
9. Once you filed your OPT application and received a receipt notice from USCIS, you can check your case status at [USCIS Case Status online](#) by entering your case receipt number. You can find your case receipt number at the top-right corner of form I-797, Receipt Notice.
10. Current [USCIS Processing Times](#).
11. If your case is outside of normal processing time, you can submit a case inquiry at [e-Request](#).

F-1 POST-COMPLETION OPTIONAL PRACTICAL TRAINING (OPT) CHECKLIST

Please make sure that you are **eligible** for Post-Completion Optional Practical Training *before requesting an OPT I-20*. Apply early, as USCIS processing times take an average of 3 months.

To be eligible for Post-Completion Optional Practical Training:

- The student must have been in full-time status for the 9 months preceding the OPT application.
- The student must be in good academic standing meeting all requirements for graduation at the time of application.
- The student must be in valid F-1 status at the time of application.
- If not yet graduated, the student must have completed all required coursework and only be registered for Research Projects, Thesis, or Dissertation continuing credits during the time they plan to work.
- It is recommended that students attend an OPT Workshop in advance of applying for OPT.

STEP 1: Submit the following documents to the ISSS at the front desk of the CIE, or by email to issinfo@siu.edu, to receive OPT Recommendation I-20. Allow 7 working days for processing.

- Form CIE-150, Request for Post-Completion OPT.
- OPT Management Fee Receipt. \$100 fee payment required. Pay online [here](https://magic.collectorsolutions.com/magic-ui/Payments/siuc/95): <https://magic.collectorsolutions.com/magic-ui/Payments/siuc/95>.

STEP 2: Submit your application online or mail documents, (in the order shown), to USCIS within 30 days of the OPT I-20 issue date. (Most students opt to file online. **You must have an OPT I-20 prior to submitting the I-765 petition.**

- To file online, you need to [create a USCIS account](#) if you have not done so before.
- [Complete Form I-765](#) - *The eligibility code required for students engaging in post-completion optional practical training (OPT) is (c) (3) (B).*
- Photos – Digital photos are accepted when filing online. Taken within the past 6 months. Two (2) 2x2” printed passport style photos when filing by paper/mail-in (Full name and I-94 number must be printed on the back of hard copy photos).
- Pay the filing fee of \$470.00 USD (online filing), payable by credit or debit card; or \$520.00 USD (paper/mail-in filing), payable to: U.S. Department of Homeland Security (do not write on the back portion of the check). Staple to the front, left-hand side of Form I-765.
- [Scan \(Print-out for paper/mail-in filing\) of most recent Form I-94 Arrival/Departure Number.](#)
- Scan/copy of any previous EAD cards, if any. (Most students will not have previous EAD's)
- Scan/copy of original [OPT Form I-20](#) (all 3 pages). Be sure to sign and date on page 1 prior to submitting this document.
- Scan/copy of Passport's identification and expiration page.
- Scan/copy of F-1 Visa stamp.
- Be sure to check the most updated [filing address](#) and mail your application via a trackable mailing service if you are filing by paper/mail.

Part I. Student Information			
1. Family Name:		2. Given Name:	
4. Dawgtag #:		5. SEVIS ID #: N00	
7. Phone #:		8. Degree:	
10. School/Department:		11. College:	
12. Expected Date of Completion:		13. Proposed OPT Start Date:	
14. Current U.S. Address:			
Part II. Past Practical Training Information (Must submit copies of all previous CPT/OPT I-20s, if applicable)			
15. List ALL periods of Previous Authorized Practical Training below (if applicable).			
Curricular Practical Training		Optional Practical Training	
Start Date:	End Date:	Start Date:	End Date:
Start Date:	End Date:	Start Date:	End Date:
Start Date:	End Date:	Start Date:	End Date:
Part III. Submission Instruction			
Read the above instructions and submit the following documents to ISSS:			
<ul style="list-style-type: none"> This form, completed and signed. A copy of OPT Management Fee receipt of \$100 – paid online here: https://magic.collectorsolutions.com/magic-ui/Payments/siuc/95 Allow 7 business days for ISSS to process your OPT I-20 request. Once it is ready, we will contact you via email. 			
Note: I confirm that I have read all information above and am aware of my responsibility to maintain my status and will notify ISSS/CIE of any changes as described above in a timely manner.			
16. Student's Signature:		17. Date:	
Part IV. Academic Advisor/School/Program Director Signature			
18. Name:		Title:	
19. School:		College:	
20. Email Address:		Phone #:	
I have reviewed the student's records and I agree that the student's anticipated program completion date is correct or that the student has completed/will complete their program of study on (Date):			
21. Advisor's Signature:		Date:	
Note: CIE will email the OPT recommendation Form I-20 to the student, if the application meets the requirements.			