Post-completion Optional Practical Training (Post-OPT)

What is Post-Completion Optional Practical Training?

- Post-OPT is a benefit of F-1 students.
- Post-OPT is off-campus employment based on the completion of an Associate Degree or Certificate at Contra Costa College (CCC), in order to gain work experience or practical training in the field of study while in the U.S.
- Employment must be related to the degree earned.
- An offer of employment is not necessary to apply for post-OPT.
- ** You must request post-OPT – see OPT Request Form and Application Checklist.

Eligibility for Post-OPT

- Students must be in valid F-1 status
- Have been in F-1 status for one continuous academic year (one academic year= 2 semesters).
- Enrolled in full-time units each semester or have been authorized to drop below 12 units.
- Submitted a Petition for Degree/Certificate to the Admissions & Records office.
- Have not previously used the full 12-month OPT benefit on the same academic degree level.
- Have not previously used 12 months or more of full-time Curricular Practical Training (CPT).
- Paid all fees.

Length of Post-OPT

- You have a total of 12 months full-time post-OPT per degree level. If approved for post-OPT, you can work after the completion of your studies. Employment may be full time and may take place at any location in the U.S.
- You may become eligible for another 12 months of post-OPT when you move to a higher educational level in the U.S. It is important for you to plan on how to want to use your OPT.
    - Beginning another degree program does not mean automatic eligibility.
    - Example: When you complete your AA/AS degree, you are entitled to 12 months of OPT. Then, if you complete a Bachelor's degree you are eligible for another 12 months of OPT. However, if you complete two Associate's degrees, you will only have ONE 12 month OPT.

DEADLINES

- Earliest you may apply is 90 days before the program completion date.
- After completion, you may apply no later than 60 days of the program completion date.
- USCIS must receive the post-OPT application within 30 days of the date ISO issues the post-OPT I-20.
    - **WARNING** – If USCIS does not receive your post-OPT application within 30 days of the date the post-OPT I-20 was issued, the post-OPT application will be denied.
- Note: If you miss these deadlines, in order not to violate your F-1 status, you must:
    - Leave the U.S. within 60 days of the completion of your studies
    - Be admitted to a new program of study or
    - Have an application pending for change of status to another non-immigrant status or adjustment of status to permanent resident

How Can I Apply for OPT?

1. Review the OPT Application Checklist
2. Complete Form I-765

a. Instructions to filling out [Form I-765](#)
b. If you **have not received** a receipt within 3-4 weeks of mailing you application, contact Customer Service toll
3. Complete Form G-1145, E-Notification of Application/Petition Acceptance:
a. Complete this if you would like to receive notification electronically of when USCIS receives your application. Note: It does not mean that they are reviewing your application, only that it has been received.
4. Complete the CCC Post-OPT Request form
5. Submit complete Form I-765 and required documents to ISO for review.
6. Once ISO reviews your application, ISO will issue you a post-OPT I-20 recommendation. You must submit everything to USCIS within 30 days of when the post-OPT form I-20 was issued.

Filling out the Form I-765

Please refer to the [Instructions for Form I-765](#) for assistance completing the form.

However below are some tips on filling out the form:

- If you have never applied for work authorization document (EAD) from USCIS, please check the box that states **"Permission to Accept Employment"** under "I am applying for."
- If you have applied for Employment in the past, please complete "item 11" on the form.
- Please list your name as it appears on your passport and I-20 for item 1.
- Make sure to write a valid U.S. mailing address on item 3. (The address must be valid for at least 3-5 months into the future). If you move out of your current home/apartment, it is important to report your change of address.
  o Documents from USCIS such as your EAD card are government documents and cannot be forwarded by USPS.
- For "item 4" enter your Country of Citizenship.
- For "item 5" enter your Place of Birth.
- For "item 6" enter your Date of Birth.
- For "item 7" enter your Gender.
- For "item 8" enter your Martial Status.
- For "item 9" include your Social Security Number if you have one.
- For "item 10" enter the 11 digit number from your electronic I-94 print out (located at the top of the document).
- You will need the I-94 again to answer questions 12, 13, and 14.
- For "item 16" please enter the code for post-OPT which is **(C) (3) (B).**
- **SIGN & Date the form using BLACK INK.** Fill in the telephone number where you can reached if USCIS has questions about your application.
  o **IMPORTANT:** Be careful when signing the form, that your signature does not touch the line below or the words above.

Selecting a Post-OPT Start Date?

- You may request a start date that is any date between the day after your program completion date and 60 days after that date.
- You may apply for post-OPT 90 days in advance of the program completion date or during the 60 day grace period after your program completion.
- The end date of your post-OPT should be 12 months from the requested start date if you have not used OPT during your program.

CONTRA COSTA COLLEGE

Post-completion Optional Practical Training (Post-OPT) Request Form

Post-completion optional practical training (Post-OPT) is off-campus employment based on the completion of an Associate Degree or Certificate at Contra Costa College. The employment must be related to the degree earned. However, an offer of employment is not required to apply for OPT.

STUDENT INFORMATION

_____   _____

Last/Family/Surname   **First/Given Name**   **Student ID #**

N_____   _____   _____

SEVIS ID   **Email Address**   **Telephone Number**

_____   _____

Major   **Program completion date**

1. I have received Curricular Practical Training (CPT): ☐ **Yes**   ☐ **No**
    - If yes, please indicate the following dates: CPT Start Date: _____   CPT End Date: _____
2. I have been authorized for OPT for my current degree program: ☐ **Yes**   ☐ **No**
    - If yes, please indicate the following dates: OPT Start Date: _____   OPT End Date: _____
3. I request my OPT employment be: ☐ **Part-time**   ☐ **Full-time**
4. I request my OPT employment to begin and end on the following dates:
    OPT Start Date: _____   **OPT End Date:** _____
5. I agree to:
    - Not begin working until I have received my EAD.
    - Submit a copy of the EAD to ISO.
    - If granted post-completion OPT, notify ISO within 10 days of changes in the following:

        - Residential address
        - Phone and email address
        - Employer('s) name
        - Employer('s) address
        - Job Title(s)
        - Explanation of how your job(s) relates to your field of study at UCB
        - Start and/or end dates of employment

        - Any periods of unemployment
        - Date of exiting the U.S. (You must provide date of exit if you decide to exit the U.S and complete your OPT status prior to the end date of your OPT)
        - If your visa status changes while on OPT
        - You are required to update this information within 10 days of any changes. Keep a receipt copy of the web site each time you report a change.

_____   _____

STUDENT Signature   **Date**

ACADEMIC ADVISOR

To be completed and signed by the Academic Advisor (acceptable: Department Chair or Dean)
OPT is an employment option available to F-1 students when the employment is **directly related to the major area of study.**
ISO facilitates the OPT application process, but the final authorization is processed by USCIS.

The student named above:
- Is/was in good academic standing ☐ **Yes**   ☐ **No**
- Is/was enrolled in a full course of study ☐ **Yes**   ☐ **No**
- Is making reasonable process toward academic program completion **or** has completed their program: ☐ **Yes**   ☐ **No**

_____

ADVISOR Name & Title

_____   _____

ADVISOR Signature   **Date**

04.17.17

STEP 1: If applying for post-OPT, submit **Petition for Degree/Certificate** to Admissions & Records by the deadline.

STEP 2: Complete **OPT Request Form.**

STEP 3: Docs for USCIS:

☐ Complete the **Form I-765**, Application for Employment Authorization:
  - ○ Marked with the proper code at item 16: **(c)(3)(B)** for standard post-completion OPT.

☐ Complete form **G-1145 Form** (*print it out)*: for email notifications.

☐ Check or money order for filing fee of **$410** payable to: "**U.S. Department of Homeland Security."**

CHECK

MONEY ORDER
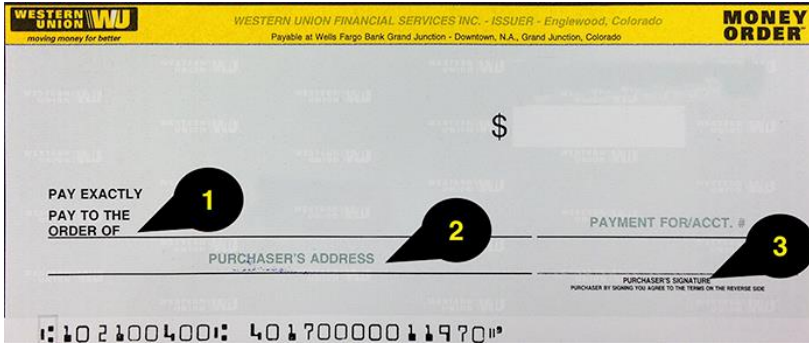
1) U.S. Department of Homeland Security
2) Your U.S. Address
3) Your signature

☐ Copy of all **prior Forms I-20**.

☐ Copy of your **I-94:** (both sides of cardstock I-94 or copy of electronic Form I-94 printout).

☐ Copy of **passport**: **ID & F-1 visa page.** Photocopy of photo page, renewal page if original has expired, and pages showing amendments such as name changes, corrections, etc. ****If your passport will expire within 6 months from the time of filing your OPT application, *renew it before applying.* **If your visa stamp is in your expire passport, only copy visa page.

☐ **Two recent passport photos**, 2" x 2", front view, write name & I-94 # on back (Read Instructions for Form I-1765 page 12-13.)

☐ Copies of **any previous EAD's.**

☐ Copy of **updated I-20 (OPT endorsed by ISO).**

STEP 4: Make a copy of all documents for your records.

STEP 5: Mail the all "Docs to USCIS" to:

U.S. Postal Service (USPS) First Class and Priority Mail Express deliveries: **USCIS** **P.O. Box 21281** **Phoenix, AZ 85036**	For overnight/courier deliveries (UPS, DHL, FedEx): **USCIS** **Attn: AOS** **1820 E. Skyharbor Circle S** **Suite 100** **Phoenix, AZ 85034**