

Optional Practical Training Application

To receive OPT, CIE must recommend OPT for you in SEVIS and issue a new I-20. CIE requires one week to issue your OPT I-20. After receiving your OPT I-20, you must mail all application materials, including fee and copy of OPT I-20 to the USCIS. It can take 90 days to receive OPT approval from USCIS; therefore, please use a mailing address that will be current for the next 90 days when applying. **DO NOT apply for OPT online or without your OPT I-20 from ISSS.**

Include in your application all of the following items:

Completed, typed and signed Form I-765, using the appropriate code at item 16

(c)(3)(A) for pre-completion OPT, or

(c)(3)(B) for post-completion OPT

Download the correct form at www.uscis.gov/i-765 & read detailed instructions at <http://www.uscis.gov/files/form/i-765instr.pdf>

Photocopies of:

Your latest I-94 card (front and back) or printout (i94.cbp.dhs.gov)

Your passport – include all biographical information, the photograph, passport expiration date, and your current F1 visa.

Your last EAD/OPT card (if applicable) and photocopy of I-20(s) with OPT notation from previous OPT authorization(s)

Two new U.S. passport-style photographs: white background, 2"x2", head height 1"-1 3/8", with your name clearly printed on the back, (photo requirements in I-765 instructions)

Completed typed Form G-1145 for E-notification of acceptance of application: download at www.uscis.gov, click "FORMS."

Photocopy of your new I-20 with OPT noted on page 2.

To receive your new I-20 recommending you for OPT, submit the **attached Student Request for Optional Practical Training form (completed and signed by you and your Academic Advisor)** along with all of the above items to CIE. You will also need a **personal check** made out to Department of Homeland Security for \$410.00 (*no money order/cashier check*)

You will mail your application to USCIS Phoenix Lockbox at one of the following addresses:

For U.S. Postal Service (USPS) deliveries:

**USCIS
PO Box 21281
Phoenix, AZ 85036**

For Express mail and courier deliveries (use your own phone number on the form):

**USCIS
Attn: AOS
1820 E. Skyharbor Circle S Suite 100
Phoenix, AZ 85034**

Note: if you are having your OPT card mailed to you in a state other than Wisconsin, consult with your Immigration Coordinator about mailing to the appropriate USCIS service center. Details available in the I-765 instructions.

OPT Summary & Resources

If you are on OPT now or are planning to apply soon, please do not hesitate to contact us at opt@uwm.edu or to see us at the CIE Main Office for walk-in advising in Garland 138.

Here is an overview of OPT information. Please schedule an appointment with an immigration advisor during walk-in hours with specific questions.

1. OPT application deadline changes

The following deadlines are when the packet must be received at SEVP:

- May apply for OPT up to 90 days before completion of academic program
- May apply for OPT up to 60 days after completion of academic program

2. Limit on Periods of Unemployment

- a. Students may not accrue more than 90 days of unemployment during their 12 months of post-completion OPT. Students with more than 90 days unemployment will lose F-1 status and OPT. Your SEVIS record may be automatically terminated by SEVP for failure to report if you accrue 90 days of unemployment.
- b. On post-completion OPT less than 20 hours a week of employment is considered by Department of Homeland Security to be unemployment.
- c. Students are required to keep records of hours worked.
- d. Contact one of your immigration advisors directly or the CIE main office through opt@uwm.edu if you anticipate unemployment to discuss your options.

3. OPT Reporting Requirements– 10 days from an event–failure to comply will result in loss of F-1 status and OPT

- a. All students on OPT must report their addresses (mailing and residential) preferred email and any legal name change to opt@uwm.edu.
- b. All students on OPT must report their employer and any change in employer to opt@uwm.edu.
- c. All students on OPT must report when they are unemployed to opt@uwm.edu.
- d. You can use the link <http://uwm.edu/cie/opt-reporting/> to report changes.

4. Employment authorization for period between OPT expiration date and cap-subject H1B start date of October 1st

- a. Applies to all fields of study
- b. H1B must be filed in a timely manner and while a student is currently working on OPT
- c. Students with H1B applications submitted during OPT grace period are not eligible for this benefit.
- d. CIE must be notified in order to process an I-20 extension for this period. Please send an email to an immigration advisor or opt@uwm.edu for assistance.

Additional Resources

www.uscis.gov

OPT Application

Student Request for Optional Practical Training I-20

Student:

Name: _____
Family (last) First UWM ID

Phone number Preferred Email
_____@_____

Have you been authorized for *curricular* practical training (CPT) in the past? () no () yes

Have you been authorized for *optional* practical training (OPT) in the past? () no () yes

Level of PAST OPT : () Bachelor's from _____ to _____ () Full-time () Part-time
() Master's from _____ to _____ () Full-time () Part-time

For which type of OPT are you currently applying? () Pre - Completion: () Part-time () Full-time
() Post - Completion **Always full-time**

Are you a TA? () Yes () No If yes, what is your contract end date? _____

Requested OPT authorization Dates: OPT start date: _____ OPT end date: _____

Note: OPT start date must be within 60 days after program completion date.

I have been enrolled on a full-time basis for at least one academic year. I have followed the rules for maintaining lawful F-1 status and understand the responsibilities required for maintaining my lawful status during my period of OPT.

Student's Signature: _____ Date _____

Academic /Faculty Advisor's signature confirming expected completion date:

Students Major _____ Program Completion Date _____
mm/dd/yyyy

Academic Advisor/Faculty Advisor Name _____ Signature _____ Date _____

Email _____@uwm.edu Extension _____ Dept _____

Reminder: *Students are NOT eligible for on-campus employment during the time between the expected completion date and the OPT approval date.*