

**Slide 6:**

The first step to apply for Post-Completion OPT is to receive a Post-Completion OPT I-20 from ISSS. Here are documents that you need to provide to ISSS. You need to complete I-765 form, OPT request form, provide copies of all previous I-20s, copy of your passport biographic page, obtain an advisor recommendation form, a print out of your I-94 arrival record. For students who have been authorized for a previous period of OPT, you need to provide your OPT EAD card front and back copy.

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First, the USCIS I-765 form. Please note that there might be layout changes from time to time. However, the columns should be the same. If you noticed that the I-765 layout is different from the following slides and you do not know how to fill out the form, feel free to contact your ISSS advisor after you complete the tutorial to ask for further clarification.

You can print out the form from USCIS website. We will go over each column and the content you need to fill out. Please use black ink to fill out the I-765 form, or type into the fillable PDF online. Please note the sample I-765 and step-by-step instructions in the packet that you can refer to as needed. On the top, there are three boxes. If you have received pre-completion OPT authorization for this degree level, please check the second box "Renewal of my permission to accept employment". If you have received OPT from previous degree level, or have not apply OPT at current degree level, please check the top box "Permission to accept employment".

Item or Number 1, please put your family name, any first or given names in title case. Number 3, please put a U.S address where you would like to have your EAD card (employment authorization document) mailed. If you are planning to move before you receive your EAD card, you should put an address of a trusted friend who will be able to receive the EAD card for you. We recommend that the address is good for 4-6 months. Numbers 4 to 7 please put your basic information.

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Number 8, please check your marital status. If you have a Social Security Number, write it under number 9. If you do not have a Social Security Number, write "N/A". It is not necessary to have a Social Security number to apply for OPT. Number 10. If you still have the white I-94 card stapled in your passport, please put the number you find on your I-94 card. If you don't have an I-94 card, please go to **this website** to access your number. You will also need to print out the page after you access your I-94 number from the website.

Number 11, if you have never have an EAD card, please check "No". If you have received OPT before, please mark "Yes" in Number 11, write the name of the USCIS Service Center that processed your application and the date your previous authorized OPT began and ended. In the second column, write the status of that application: was it "granted" or "denied"

Number 12, Please put the date of your last U.S entry. If you cannot remember, you can check the entry stamp in your passport. Number 13, please put the city where you last entered the U.S. For example, if you flew into San Francisco International Airport, you would write San Francisco.

Numbers 14, please put F-1 student. If you last entered the U.S. in a different visa category and applied for a Change of Status, then you will want to indicate the correct status you last entered in.

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Number 15, please put F1 student. Number 16, For post-completion OPT, please put the same information as what we have on the sample I-765. small C, number 3, and capital B.

Please leave number 17 blank. If you are in a degree that is STEM eligible you can apply for a 24 month extension of Post-completion OPT. Please contact your ISSS advisor to find out if you are eligible for STEM extension.

At the end, you need to sign your name. After you sign the form, fill out your telephone number and the date you fill out the form. Now you have completed the I-765 form.

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The second document that you need to turn in to ISSS office is the OPT request form. We have included this form in our OPT packet. The OPT request form is two-sided. On the front page, at the top, please put your name and USF ID number. Then, put your requested OPT start date and end date, which we have discussed in slide 4. Check "I am applying for "post-completion" OPT" Next, list all CPT that you have been authorized for from ISSS in the box. At the bottom of the front page, please write the paragraph that we have listed as a "sample" on the OPT request form. This is a paragraph that states that you know you need to work in your field of study while you are on post-completion OPT. You need to adjust the wording to accurately reflect your information. We have highlighted this part in red on the slide.

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On the back of the OPT request form, we listed rules that you should pay attention to while you are on Post-Completion OPT. First, you can only pursue jobs that are directly related to your field of study. Second, you have to work at least 20 hours per week while you are on post completion OPT in order to avoid accumulating 90 days unemployment. Your jobs can be full-time, part-time, paid, unpaid, internship or volunteer, as long as they are related to your field of study. Third, please update your U.S address on MyUSF account within 10 days every time you move while you are on Post-Completion OPT. Fourth, please update your employer information from ISSS website within 10 days of your start working date. We will go over detail information later about where and how to update your employer information. Fifth, you need to complete your thesis, dissertation, or project before your Post-Completion OPT ends if you were approved for Post-Completion OPT before you completed your program requirement. Six, during your Post-Completion OPT, if you would like to transfer out to another institution, please contact ISSS office and we can help you with the process. Seven, if you are eligible for STEM OPT, you need to apply for STEM OPT before your current post-completion OPT expired. Eight, you need to have a valid passport while you are on OPT. Nine, if you are not sure what documents to bring with you while you are traveling outside of U.S on Post-Completion OPT, please contact ISSS office. We will have a slide going over details about travel later. Ten, you need to file for taxes while you are on post-completion OPT. Please sign and date at the bottom of this page.

**Slide 12:**

The third document that you need to submit to ISSS is an Advisor recommendation form. You need to request this form from your academic department. If you are an undergraduate business major, you should request this form from CASA. If you are an undergraduate arts and science major, you can request this form from your academic advisor. If you are a graduate student, you should request this form from your academic program. There are several important pieces of information that are listed in the form. First, the form confirms your major and you are in good academic standing. Second, the form confirm your program completion date and the type of OPT that you are going to apply as well as confirming that and you will be able to finish your program on time.

Most departments should know what the OPT advisor recommendation form is and what content they need to provide. If your academic advisor has questions, please direct them to ISSS office.

**Slide 13:**

This slide shows what the website looks like when you go to retrieve your I-94 record on-line. Once you fill out the fields, click "Get Most Recent I-94", and it will take you to the next page.

**Slide 14:**

This slide shows what your I-94 admission record will look like when it is ready to print. Click "Print" and include this page in your post-Completion OPT application when you submit it to ISSS.

**Slide 15:**

You need to make copies of all I-20 you have. If you cannot find all your previous I-20s, please include a letter to USCIS in your package. ISSS provides a sample letter in the package so you know what content you need to write in the letter. You also need to make a copy of your passport biographical page. If you have applied for OPT and receive EAD card, please include a copy of front and back of your EAD card.

**Slide 16:**

After submitting your OPT application, it will take ISSS five business days to process your request. When your I-20 is ready, we will send you an e-mail notification for you to return and pick up your documents. There are three things that you need to prepare to include in the package mailed to USCIS, and they are listed on the white page in the OPT handout with "Next Step" on the top. Please make sure you put "Department of Homeland security" on the check that you are going to mail to USCIS.

It is important to remember that you should not mail your post-Completion OPT application earlier than 90 days before your program end date. You should also make sure you mail your post-Completion OPT application to USCIS within 30 days of your post-Completion OPT I-20 issue date. Failure to follow these two rules will result in your post-Completion OPT application being denied or delayed.

Within 4 weeks of sending in your application you should receive a receipt notice in the mail. This receipt is very important and proves that you applied for post-Completion OPT. After two to three months, you should receive your Employment Authorization Document (EAD) card in mail. Remember you cannot start working until you receive your EAD card. You also cannot start working if you receive your EAD card early

but the start date on the card is in the future. You can only work during the time frame indicated on your card.