

**LIM COLLEGE | INTERNATIONAL STUDENT SERVICES**  
**ISS@LIMCOLLEGE.EDU | 646.388.8440 | 545 5TH AVENUE, 7TH FL., NEW YORK, NY 10017**

**Optional Practical Training (OPT) Request**

**PERSONAL AND PROGRAM INFORMATION**

**Family Name:** \_\_\_\_\_ **U.S. Address:** \_\_\_\_\_

**Given Name:** \_\_\_\_\_

**LIM College ID:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**SEVIS ID:** \_\_\_\_\_ **Alternate Non-LIM email\*:** \_\_\_\_\_

*\*Note: This email will be reported in SEVIS by ISS office at the time of recommending your OPT. This email will be used by the government (SEVP) to send you information about the SEVP OPT portal on the start date of your OPT.*

**Degree Level:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Expected Date of Program Completion:** \_\_\_\_\_

**Indicate any previously approved OPT from a previous school:** (leave blank if not applicable)

OPT Degree Level: \_\_\_\_\_ Approved Start date: \_\_\_\_\_ Approved End Date: \_\_\_\_\_

OPT Degree Level: \_\_\_\_\_ Approved Start date: \_\_\_\_\_ Approved End Date: \_\_\_\_\_

**Indicate any previously approved CPT from LIM College & any previous school\*:**

(If you need more space – attach a separate sheet of paper. Leave blank if not applicable).

*\*Note: If you have had more than 12 months of full-time CPT at the same educational level at LIM or at your previous institution(s), you are ineligible to apply for OPT at this level.*

CPT Degree Level: \_\_\_\_\_ Start/end dates: \_\_\_\_\_ # of hours per week: \_\_\_\_\_

CPT Degree Level: \_\_\_\_\_ Start/end dates: \_\_\_\_\_ # of hours per week: \_\_\_\_\_

CPT Degree Level: \_\_\_\_\_ Start/end dates: \_\_\_\_\_ # of hours per week: \_\_\_\_\_

CPT Degree Level: \_\_\_\_\_ Start/end dates: \_\_\_\_\_ # of hours per week: \_\_\_\_\_

**TYPE OF OPT YOU ARE REQUESTING**

\_\_\_\_ Pre-Completion Part-Time (less than 20 hours per week)

\_\_\_\_ Pre-Completion Full-Time (20 hours and more per week)

\_\_\_\_ Post-Completion Full-Time

**REQUESTED OPT START AND END DATES\***

**Requested Start Date:** \_\_\_\_\_

**Requested End Date:** \_\_\_\_\_

*\*Your start date may be any date after you complete your studies up to 60 days later. Your program completion date is printed on your current form I-20.*

*I confirm that all of the above information is true and correct. I understand that it is my responsibility to collect all of the required documentation to apply for OPT. I understand that I am responsible to check each document and each form for accuracy prior to mailing the application to USCIS. I understand that errors on the required forms may result in the denial of the OPT application by USCIS. I understand that failure to submit all of the required documents and failure to disclose required information may result in the denial of my OPT application by USCIS.*

**Student Signature in ink:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# **Optional Practical Training (OPT) Request**

## **OPT ACKNOWLEDGEMENT OF RESPONSIBILITIES**

Please read **carefully** and sign below

- Students must maintain legal non-immigrant status within the US for the duration of OPT
- Students must report any change of address, change of legal name, change of email or phone number via SEVP portal or to the DSO at the office of International Student Services at LIM College within 10 days of a change
- After your OPT is approved, on the start date of your OPT, you will receive an email from SEVP's email: do-not-reply.sevp@ice.dhs.gov with instructions on how to create SEVP Portal Account. The portal is a new tool that F-1 students on OPT must use to report changes to their address, telephone number and employer information. Find out more about the portal: <https://studyinthestates.dhs.gov/sevp-portal-help>
- Students must be employed full time (21 hours or more per week)
- Students may work only within the start and end dates listed on EAD card
- Students' employment must be directly related to their major field of study
- Students may not accrue an aggregate of more than 90 days of unemployment while on OPT
- Student must report the name and address of their employer to the school within 10 days of beginning or changing employment to avoid auto termination of their SEVIS record
- Student must report any interruption of employment
- Students must keep a valid passport
- Students must obtain valid endorsement of I-20 (travel signature) in order to travel in and out of the US every 6 months
- Students must maintain adequate U.S. based or international health insurance for the duration of OPT
- It is advisable that the student submit a copy of the I-765 Receipt to the DSO at LIM College once it is received
- It is advisable that the student submit a copy of the EAD card to the DSO once it is received
- If the student decides to change status or transfer to another institution while on OPT, they should contact DSO immediately
- If the student leaves the US with no intention to return prior to the end of the authorized OPT or for more than five (5) months, this must be reported to the DSO at LIM College

## **TRAVELING WHILE ON OPT**

- Those F-1 students whose OPT application is "PENDING" may re-enter the US (as long as visa restrictions do not apply) in order to search for employment. This means that the student will need to have: a valid passport, a valid F-1 visa, an endorsed/updated SEVIS I-20, as well as the I-765 Receipt Notice from USCIS before traveling to and from the US. In addition, LIM encourages the student also have proof that the OPT application was PENDING at the time of departure. However, to avoid any complications, LIM recommends students to reconsider traveling under these circumstances. Travelling under these circumstances should be undertaken at the student's own risk.
- Those F-1 students whose OPT application has been "APPROVED" may only reenter the US (as long as visa restrictions do not apply) to RESUME EMPLOYMENT. This means that a student will need to have: an endorsed/updated SEVIS I-20, an EAD card, AND PROOF OF A JOB OR JOB OFFER RECEIVED BEFORE DEPARTING THE US, VALID PASSPORT and VALID F-1 VISA.
- The best general guidance is that a student who has both an EAD for post-completion OPT and a job or job offer should not experience difficulty reentering the United States. If either of these two conditions is missing, then the student is assuming risk

**I acknowledge that I have read and understand the above requirements and will abide by the requirements listed above:**

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

LIM College ID: \_\_\_\_\_ SEVIS ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OPT APPLICATION INSTRUCTIONS AND CHECKLIST

Below are the documents that you must bring to The Office of International Student Services for review. **Please schedule an appointment with ISS office to review your application ONLY after obtaining ALL of the documentation from the list below:**

OPT Request (page 1 of this packet)

OPT Acknowledgement of Responsibilities (page 2 of this packet)

Academic Certification

**GRADUATE STUDENTS – Click or copy the link to initiate the e-form:**

[https://limcollege.na1.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhA8ubawuKhxMlySE\\_MrY4P7MSdLnMjQjXQcMHt3Q0GwoNC1jz4GisFYcnbOo0G3khQ\\*](https://limcollege.na1.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhA8ubawuKhxMlySE_MrY4P7MSdLnMjQjXQcMHt3Q0GwoNC1jz4GisFYcnbOo0G3khQ*)

**UNDERGRADUATE STUDENTS - Click or copy the link to initiate the e-form:**

[https://limcollege.na1.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhDwLY8wsFt3iEYrhN8eqNKWzpeTccsM4DPEwrcCilfYXOnLSougCW0-g0EXC9CTyww\\*](https://limcollege.na1.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhDwLY8wsFt3iEYrhN8eqNKWzpeTccsM4DPEwrcCilfYXOnLSougCW0-g0EXC9CTyww*)

When you initiate the e-form, it will be electronically delivered to your assigned Academic Advisor. Please allow 5-7 business days for the e-form to be reviewed and signed by your Advisor. Once processed, the student will receive a PDF copy of the e-form by email. **You must print and attach the e-form to your OPT application packet.**

Form G-1145 (instructions below)\* **Download here:** <https://www.uscis.gov/i-765>

Form I-765 (instructions below)\* **Download here:** <https://www.uscis.gov/i-765>

All previous Forms I-20 issued to you

Photocopies of any previously issued EAD cards (if applicable)

Photocopy of passport

Photocopy of F-1 visa

Form I-94. **Retrieve it here:** <https://i94.cbp.dhs.gov>

Two passport style photographs (size: 2x2)

\$410 Fee in the form of a check or money order payable to “U.S. Department of Homeland Security”

### INSTRUCTIONS

**PLEASE READ VERY CAREFULLY!**

**Note about photographs:** You must submit two identical color photographs of yourself taken within 30 days of filing your application. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched. The passport-style photos must be 2” by 2”. The photos must be in color with full face, frontal view on a white to off-white background. Your head must be bare unless you are wearing headwear as required by a religious order of which you are a member.

Using pencil or felt pen, lightly print your name and SEVIS ID Number on the back of the photo.

**Note about the Filing Fee:** The current filing fee is **\$410**. You must write a check or get a money order payable to **“U.S. Department of Homeland Security”**. If you are using a personal check, it must have your name and address on it. You can get a money order at any of the U.S. Postal offices (USPS).

Check sample:



A sample check with the following details: Number 1025, Date 08/15/2018, Pay to the order of U.S. Department of Homeland Security, Amount \$410.00 (written as Four Hundred and Ten DOLLARS), Memo OPT application, and a signature line with the text "YOUR SIGNATURE".

Money order sample:



A sample Postal Money Order with the following details: United States Postal Service logo, Serial Number 000000000000, Amount 410.00, Pay to U.S. Department of Homeland Security, From Your First Name, Last Name, Address Your U.S. Address, and Memo OPT Application. It includes a large "SAMPLE" watermark and a barcode at the bottom.

**Note about Form G-1145: E-notification of Application/Petition Acceptance:** Use this form to request an electronic notification to your phone and email when USCIS accepts your application. This form is not required. This form can be filled and printed at [www.uscis.gov/I-765](http://www.uscis.gov/I-765) . The form must be typed on a computer.

**Note about Form I-765: APPLICATION FOR EMPLOYMENT AUTHORIZATION:** The latest I-765 and application and instructions brochure can be filled and printed at U.S. Citizenship and Immigration Services site at [www.uscis.gov/I-765](http://www.uscis.gov/I-765) . All pages of the Form I-765 must be submitted. The form must be typed on a computer.

### **HOW TO FILL OUT FORM I-765?**

- **Part 1. Reason for Applying**

**Item 1:** Check the box “Initial permission to accept employment.”

- **Part 2. Information About You**

**Item 1:** Enter your family name. Enter your first name. Include your middle name if you have one.

**Items 2-4:** Provide all other names you have ever used, including aliases, maiden name, and nicknames. Type “N/A” in all boxes if you haven’t used another name. If your computer does not allow to type N/A, try opening the form in a different browser.

**Item 5:** Enter your mailing address. This must be a U.S. address and it should be valid until your OPT application is approved. If you believe you will change addresses after submitting OPT application to USCIS, we recommend to list the address of a trusted friend or family member. If you choose to enter your friend's or family member's address, you must include "in care of" name for item 5.a.

**Item 12:** Select "Yes" if you have previously applied for OPT or ever applied for work authorization via the USCIS. Select "No" if you have only ever worked on campus or been authorized for CPT, or if you have not previously worked. If you select "Yes," you will also need to list each time you previously filed the Form I-765 in Part 6, page 7 of this Form I-765.

**Item 13a:** If you have ever received a Social Security card, you must check "Yes", if not, check "No".

**Item 13b:** Only answer this question if you have a Social Security Number and checked "Yes" for item 13a.

**Items 16-17:** Only answer these questions if you do not have a Social Security card and checked "Yes" for items 14-15. By answering these questions, you will be applying for a Social Security Card. Your SSN will be issued, and you will receive an SSN card within 2-4 weeks of your OPT application approval. You will not need to submit a separate application for an SSN to the Social Security Administration.

**Item 18:** Type or print the name of the country or countries where you are currently a citizen or national.

**Item 21a:** Enter your I-94 number

**Item 22:** Enter the last date you entered the U.S.

**Item 23:** Indicate city and state of your last arrival or entry into the US.

**Item 24:** Your status of last entry should be "F-1 Student."

**Item 25:** Your current status should be F-1 Student.

**Item 26:** Enter your SEVIS ID number as indicated on your I-20.

**Item 27:** For Post-Completion OPT enter the codes **(c) (3) (B)** - The c is a lower case "c" and B is an upper case "B"

**Item 28:** Write "N/A" in the blank fields if you are not applying for STEM OPT.

**Items 30 and 31b:** Leave checkbox blank as it does not apply to OPT applications.

- **Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature**

**Applicant's Statement:** Select the box appropriate to your situation. If you select 1a, write "N/A" in the text boxes for items 1b and 2.

**Applicant's Signature:** Be sure to sign the form in **black ink inside the box**. Make sure your signature is in the box and **fits entirely within it**.

- **Part 6. Additional Information**

Complete this section only if:

- ✓ You have previously been approved for CPT;
- ✓ You have previously been approved for OPT;
- ✓ You have had a different SEVIS ID number(s) in the past.

**Items 3a-c, 4a-c, 5a-c, etc.:** Write Page 3, Part 2, Item 27.

**Items 3d, 4d, 5d, etc.:** List out any of the previous CPT or OPT authorizations or previous SEVIS ID numbers you have had. Use separate fields for each type of authorization (for example, list all previous CPT in 3d, all previous OPT in 4d, etc.).

- **CPT:** List all previous CPT approvals in this format: CPT Authorizations (as the title to this section); your SEVIS ID number; employer name; employment start date - employment end date; degree level. You can find all of your previous CPT details on the I-20 that was approved for each period of CPT. *For example: CPT Authorization, N0123456789, Top Job Inc., 06/01/2018 - 09/03/2018, Bachelor's.*
- **OPT:** List all previous OPT approvals in this format: OPT Authorizations (as the title to this section); your SEVIS ID number; your OPT approved start date - OPT approved end date; degree level. *For example: OPT Authorization, N0123456789, 09/04/2018 - 12/20/2018, Bachelor's.*
- **If you had a previous SEVIS ID number:** List all other SEVIS ID numbers, you have used in the past: Previous SEVIS ID numbers (as the title for this section); your previous SEVIS ID number; degree level. *For example: Previous SEVIS ID number; N0012345678, Bachelor's.*

### **PROCESSING**

If we determine that you qualify for Optional Practical Training Employment authorization, we will issue you a new Form I-20 with our recommendation on it and a recommendation cover letter to include from our office. We will contact you to come in and sign your new I-20. We will then prepare your packet and make copies for our records. You will then send your application packet to USCIS. This must be done within 30 days of the date on your new I-20. If the application is not received in time, it will be rejected. USCIS may take three - four months to process your application. USCIS will communicate with you about your application. You should receive a notice (NOA) within a few weeks indicating that they have received your application. If they need additional information, they will notify you by mail. Once your application is approved, the Employment Authorization Document (EAD) card will be sent to you. Please make a copy for safekeeping, and also make a copy of both sides and send them to our office here at LIM.

### **MAILING INFORMATION**

We recommend to use express and courier delivery methods (e.g. FedEx, DHL, UPS, USPS Priority). For Express mail and courier deliveries, mail your application here:

### **U.S. Citizenship and Immigration Services (USCIS)**

**Attn: AOS**

**2501 S. State Hwy. 121 Business**

**Suite 400**

**Lewisville, TX 75067**