Optional Practical Training: Application Procedures

Optional Practical Training may begin anytime within 60 days of your program end date. Applications for OPT can be filed with United States Citizenship and Immigration Services (USCIS) up to 90 days before completion of all course requirements or up to 60 days after completion.

The Form I-765 Application for an Employment Authorization Document (EAD) must be filed within 30 days of the DSO recommendation in SEVIS and issuance of the OPT I-20

The OPT application can take up to 4 months to be processed by the USCIS. Students cannot begin work until they have obtained the EAD from USCIS.

**Step 1:** Gather the following OPT application documents:

- Copy of the first I-20 issued to you by Loyola (if you have misplaced it, please turn in an I-20 that was stamped at the port of entry more than one year ago)
- Copy of all I-20s issued for previously approved periods of full- or part-time Curricular Practical Training
- Copy of the I-94 document
- Copy of passport identification page
- Copy of your US visa stamp
- Check payable to Department of Homeland Security for I-765 filing fee
- Two passport style photos. Print your name and I-94 number on the back of each in pencil
- If applicable, copy (front and back) of previously issued Employment Authorization Documents or other approved employment authorization
- Completed Optional Practical Training (OPT) Request Form

**Step 2:** Visit the Office for International Programs (OIP) during walk-in hours to submit your complete OPT application for review. After reviewing the application, we will give back your application materials. DO NOT mail them until you return to the OIP to pick up your new I-20 containing your OPT authorization.

**Step 3:** You will be notified when your authorized I-20 is ready for pick up at the OIP. You will receive two identical copies of the authorized OPT I-20. Sign page 1 of each I-20. Keep one I-20 and add the other I-20 to your application materials.

**Step 4:** Make a copy of your ENTIRE OPT application (including the authorized I-20) before sending it to the USCIS

**Step 5:** Mail your application to the USCIS using one of the following addresses:

**USPS Certified mail with return receipt**
- USCIS
- P.O. Box 21281
- Phoenix, AZ 85036

**FedEx/DHL/UPS to:**
- USCIS Attn: AOS
- 1820 E. Skyharbor Circle S
- Suite 100
- Phoenix, AZ 85034
Important Information about Optional Practical Training

The Form I-765 Application for an Employment Authorization Document (EAD) must be filed within 30 days of the DSO recommendation in SEVIS and issuance of the OPT I-20

- The USCIS will send you a Receipt Notice within 3-4 weeks of sending in your I-765 Application. It is important to keep this Receipt Notice in case a problem arises. Additionally, you will be able to check the status of your application online by completing the G-1145 E-Notifications document and sending it in with the I-765 Application.

- USCIS requires that you be employed within 90 days of the start date of your EAD. You must report to OIP your start date and employer information for any/every job you have while on OPT (see attached Reporting Requirement form). You also must report any change of local address, so we can enter the information in SEVIS.

- **Travel before OPT begins**: If you wish to travel while your OPT application is pending, keep in mind that you cannot re-enter the U.S. until you have the OPT EAD card in your hand.

- **Travel after OPT begins**: For re-entry into the United States while on post-completion Optional Practical Training you will need the following:
  - I-20 endorsed for travel by OIP before you leave the country
  - Valid Employment Authorization Document (EAD)
  - Valid F-1 entry visa in your passport
  - It is strongly recommended that you have proof of a job offer or proof of employment if you seek to re-enter the U.S. while you have OPT.
Optional Practical Training (OPT) Request Form

Complete this form and turn it into the Office for International Programs when you submit your OPT application for review.

Family (Last) Name: ___________________________ First Name: ___________________________

Loyola ID#: ___________________________

Which will be your final quarter/semester of registration?

This will become your new I-20 expiration date, based on your final quarter/semester of registration. If you are applying for post-completion OPT, you must use this date when calculating your OPT start date below.

The OPT start date can be no earlier than the day after your I-20 expiration date and no later than 60 days after your program completion date. Please keep in mind that your start and end dates cannot be changed once the OPT application has been submitted to the USCIS.

OPT Start Date: ________________ OPT End Date: ________________
Optional Practical Training - Reporting Requirement

USCIS requires an F-1 student to report their employer’s name and address, as well as the date their employment begins. Students must report this information for every employer they have while on OPT, including if/when they change employers, are self-employed, or work in a non-paid position related to their field of study for more than 20 hours per week. Additionally, if a student is unemployed, he/she must indicate this in the appropriate section below. Students should not be unemployed for more than 90 days while on OPT. Contact OIP for more information/options.

Students in F-1 status are also required to report changes of address to their university within 10 days of any move, including while they are in OPT. Name changes must also be reported.

Students should notify the OIP if they decide to give up F-1 OPT status and return home.

STUDENT NAME: _____

LID: _____

Employment Status: □ Employed. Provide date employment began: ________
□ Not Employed. Provide dates of unemployment: ________

Employer’s Name and Address

*List additional employers on a second sheet of paper.

New Local Address

PLEASE REMEMBER TO SEND THIS FORM TO US ANY TIME YOU CHANGE EMPLOYERS, CHANGE YOUR LOCAL ADDRESS, OR DECIDE TO RETURN TO YOUR HOME COUNTRY.