

**HOWARD UNIVERSITY
INTERNATIONAL STUDENT SERVICES
119 BLACKBURN UNIVERSITY CENTER
TEL (202)806-7517 FAX (202)806-9194**

Optional Practical Training Employment Authorization Information Sheet

TO BE COMPLETED BY STUDENT

Name: _____ Howard I.D. # @ _____

Current Local Address: _____
(Street) (City, State, Zip)

Current Local Telephone Number: _____ Alternative Phone Number _____

Immigration Admission Number (I-94 #): _____ SEVIS # _____

School/College _____ Major _____ GPA _____ Date of Birth _____

☐ Undergraduate ☐ Masters ☐ Doctoral ☐ Law ☐ Dentistry ☐ Language Program ☐ Medicine ☐ Other _____

Date first granted F-1 or M-1 status _____

Describe purpose of practical training:

Beginning Date _____ End Date _____ Number of hours per week _____

Please list all previously authorized practical training.

A. Curricular Practical Training	B. Optional Practical Training

I certify that I have read and understood all the regulations governing Optional Practical Training contained in this application packet as well as the United States Citizenship and Immigration Services (USCIS) website. I understand that while on OPT, I am still in F-1 status and I am subject to all rules and regulations governing the F-1 visa. I agree to comply with all the regulations and I also certify that the information contained in this form is true and correct.

Student Name _____ Signature _____ Date _____

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OPTIONAL PRACTICAL TRAINING CERTIFICATION FORM

Note for Academic Advisors and Deans: Students with F-1 immigration status are eligible to apply for employment authorization related to their degree program. The student indicated below wishes to apply for such authorization. To process his/her application, U.S. immigration regulations require that we verify his/her academic standing, prospective date of graduation, and general eligibility. Please complete the advisor's section of this form to assist us in verifying the student's eligibility for employment.

ID# _____ Last Name _____ First Name _____

TO BE COMPLETED BY ACADEMIC ADVISOR OR DEAN

Student's Degree Major _____ Level (Circle One) **BA/BS** **MA/MS** **Ph.D.** **CERT.**

Expected program completion date (based on current number of completed courses and credits) _____

I recommend that this student receive Optional Practical Training to pursue employment related to his/her course of study:

_____ during the student's annual summer vacation for academic year _____.

_____ during academic year _____ while pursuing coursework (maximum of 20hrs per week). *Please attach a detailed description of the educational benefits the student will derive from such employment, if granted.*

_____ because this student has completed all course requirements for the degree and is registered for thesis or dissertation research credit hours.

_____ because this student will complete all degree requirements on (*specify date*) _____.

Advisor's Name - Please Print

Advisor's Signature

Date

Do not write here

Approved _____ Not Approved _____ International Student Advisor _____

Comments _____ Date _____

OPTIONAL PRACTICAL TRAINING (OPT) INSTRUCTIONS

International students in F-1 nonimmigrant status who have been enrolled on a full-time basis for at least one full academic year in a college, university, conservatory, or seminary certified by U.S. Immigration and Customs Enforcement's (ICE's) Student and Exchange Visitor Program (SEVP) are eligible for 12 months of optional practical training (OPT) to work for a U.S. employer in a job directly related to the student's major area of study. Students who use 12 or more months of Curricular Practical Training (CPT) are ineligible for OPT for the same level of study.

ELIGIBILITY FOR OPT

- **Pre-completion OPT:**

An F-1 student may be authorized to participate in pre-completion OPT after he/she has been enrolled for one full academic year. The pre-completion OPT must be directly related to the student's course of study. Students authorized to participate in pre-completion OPT must work part-time while school is in session. They may work full time when school is not in session. Please note that any time used in pre-completion OPT will be deducted from the allotted 12 months of post-completion OPT.

- **Post-completion OPT:**

An F-1 student may be authorized to participate in post-completion OPT upon completion of studies. The student must have maintained valid F-1 status. The post-completion OPT must be directly related to the student's course of study. **If you do not completely finish your program after the approval of OPT, you must stop working immediately.**

HOW TO APPLY FOR OPT

The International Students Services Office is available to assist you in properly completing the OPT application process. Please visit the office during office hours (M-F 8a.m.-5p.m.) for advising. In order to begin the application process, please visit the office with the following information.

- I-765 (USCIS OPT APPLICATION)
- OPT Information Sheet
- OPT Certification Form
- Copies of all form I-20s
- Copy of I-94
- Two (2) Photographs that meet USCIS specifications
- Copy of Passport Page
- Any previously issued employment authorization documents
- Copy of all U.S visas
- \$340.00 Check or Money Order payable to United States Citizenship and Immigration Services

PHOTO SPECIFICATIONS

1. Photos must be taken no earlier than 30 days before submission to USCIS.
2. They should be un-mounted, printed on thin paper, glossy, and un-retouched.
3. They should show a full color frontal view (head facing camera).
4. Head should be bare unless a headdress is required by a religious order.
5. The photo should not be larger than 2 X 2 inches, with the distance from the top of the head to just below the chin about 1 1/4 inches.
6. Your name and admission number must be written legibly on the back of each photo.

SPECIAL INSTRUCTIONS FOR COMPLETING I-765 (USCIS OPT APPLICATION):

Item 11- If you have not previously received OPT, check NO.

Item 16- Enter (c) (3) (A)- If you are applying to use OPT pre-completion (before completing your graduation requirements)

Enter (c) (3) (B)- If you are applying to use OPT post-completion (after completing your graduation requirements)

Enter (c) (3) (C)- If you are applying to extend OPT based on STEM eligibility

SPECIAL REGISTRANTS UNDER THE NSEERS SYSTEM- If you are National Security Entry/Exit Registration System (NSEERS) registrant, you must include proof of your registration with your application. You will submit copies of both sides of your I-94 which would show an Identification of Foreign Nationals number (IFN #) and a notation regarding registration. Also enclose a brief letter stating the date and location of registration.

Deadlines: Graduating students cannot submit their OPT applications until 90 days before the graduation date. The deadline for submission with USCIS is 60 days after graduation. Note that USCIS will not process late applications.

Upon receipt of all of the above documents, the International Student Advisor will evaluate your eligibility. If you qualify for Optional Practical Training, the necessary documents will be prepared as quickly as possible. If approved, the appropriate information will be completed on your SEVIS I-20 and the student will mail the documents to the USCIS Service Center. Please show your I-20 and other pertinent documents to your employer as they should make copies for their files.

Please NOTE:

A student CANNOT begin employment until the EAD card is actually received, and the start date on the card has been reached.

A student becomes eligible for another 12 months of practical training when he or she changes to a higher educational level.

UPON APPROVAL AND RECEIPT OF OPT

- You are required to submit the following information to the International Student Services Office:
 - A copy of the EAD card (Front and Back)
 - Employer's Name, location and telephone number
 - Any changes in address (must be reported within ten (10) days)
 - Any changes in immigration status

TRAVEL OUTSIDE THE UNITED STATES WHILE ON OPT

You are still on F-1 status and are subject to all F-1 regulations while on OPT. As such, if you are traveling, your I-20 needs to be endorsed if the signature is older than six (6) months. In addition, you still need to show a valid passport, visa, an endorsed I-20, a Job letter, EAD card and all other necessary immigration documents in order to be readmitted into the U.S during travel. You are not advised to travel while OPT is pending.

EMPLOYMENT ELIGIBILITY VERIFICATION

When you begin work, you and your employer must complete a form entitled "Employment Eligibility Verification" (Form I-9), which the employer retains. Your employer should also make a copy of your SEVIS I-20 and EAD card. If you do not already have a Social Security number you must obtain a written offer of employment and apply for a Social Security number.

TERMINATION OF PRACTICAL TRAINING

Authorization to engage in practical training employment is automatically terminated when the student transfers to another school or begins study at another educational level. Also, if you do not begin

employment within 90 days of receiving OPT, you are considered out-of-status and will have a total of five (5) months to leave the country or change to an acceptable immigration status.

I certify that I have read and understood all the regulations governing Optional Practical Training contained in this application packet as well as the United States Citizenship and Immigration Services (USCIS) website. I understand that while on OPT, I am still in F-1 status and I am subject to all rules and regulations governing the F-1 visa. I agree to comply with all the regulations and I also certify that the information contained in this form is true and correct.

Student Name_____Signature_____Date _____