

Request for Pre-Completion Optional Practical Training (OPT)

Optional Practical Training (OPT) is an employment benefit contained in the U.S. Citizenship and Immigration Service (USCIS) regulations governing the F-1 visa category. Students who have maintained their status will have an opportunity to obtain work experience in their fields of study in order to enhance their educational experience in the United States.

- Pre-Completion OPT: OPT that is done before the student has completed his/her studies; full-time during the summer and/or part-time during the fall and spring semesters; time completed in Pre-completion OPT is subtracted from Post-completion OPT. English Language Institute students and Part-time Border commuters are not eligible. **Filing deadline 90 days before you desire to start working.**

A student who still has coursework remaining to complete his or her educational objective or degree program is limited to 20 hours per week of Optional Practical Training while school is in session. Such a student can, however, apply for full-time authorization during his or her annual vacation, and during other official school breaks.

Once the application is submitted to the IASS, **it will take 5-7 working days for the paperwork to be completed** for submission.

Once the application is submitted to USCIS it will take 2-3 months for approval

Application for Standard Pre-Completion Optional Practical Training

Characteristics of F-1 Pre Completion- OPT

- Status: The student must be in valid F-1 status at the time of application.
- Enrollment: Student must have been lawfully enrolled on a consecutive, full-time basis at a DHS-approved school for one full academic year before being eligible for OPT. Student must maintain a full course of study during the period of employment (unless done during school breaks).
- Part-time F-1 "border commuter students" are eligible only for CPT and post-completion OPT. OPT must be "directly related to the student's major area of study."
- Students may engage in OPT for any employer for the duration of OPT authorization, as long as the employment qualifies under OPT standards. Must be directly related to the student's major field of study.
- 20 hour /week limit for pre-completion OPT done while school is in session and student still has coursework to complete.
- Full-time employment can be requested for pre-completion OPT done during official school breaks, and for students who have completed all requirements for their degree except for thesis or dissertation.

Personal Information

- Name: _____ UTRGV ID#: _____
- Date of birth: _____ Telephone: _____
MM / DD / YYYY
- Mail: Personal: _____ UTRGV: _____
- Current Status (mark two boxes): Full-time Part-time Graduate Undergraduate
- Date studies began at UTRGV: Semester _____ Year: _____
- Date that you will complete your program : _____ : _____ : _____
Month Day Year
- I am applying for: Standard Pre-completion Optional Practical Training
- Major field of study: _____ Does it match I-20? Yes No
- I am a graduate student (masters/doctoral) who has finished all coursework and I am currently working on my thesis/dissertation. Yes No

Exact date that you desire to begin Optional Practical Training:

Month: _____ Day: _____ Year: _____

- Exact date that you desire to end Optional Practical Training: (One year minus 1 day later than start date)

Month: _____ Day: _____ Year: _____

Student must submit this page to IASS

Item Checklist for submission to IASS

Application will not be processed until all items below are submitted to the IASS

- This form
- I-765 Application Form (complete on-line at USCIS website <http://www.uscis.gov>, print and submit it to our office)
- Check for \$410 payable to: **U.S. Department of Homeland Security** we do not recommend a money order
- Two Photos Passport style (please write your name lightly on the back of each photo with a pencil)
- Signed Restrictions Notification (attached)
- Official transcript

Additional Notes

- Once the DSO recommends a student for OPT, the student has **30-days** from the day of recommendation to submit and confirmed that the application and any supporting documentation has arrived to USCIS. It is the responsibility of the student to make sure his/her application has arrived on a timely manner to USCIS.
- If you will be using our University address on Form I-765, please initial here _____ to give us authorization to open correspondence from USCIS.

A note about the photos:

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. Head height should measure 1" to 1 3/8" from top to bottom of chin, and eye height is between 1 1/8" to 1 3/8" from bottom of photo. 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 Alien Receipt number on the back of the photo.

Restriction Notification

There are several restrictions that govern your Standard Pre-Completion Optional Practical Training Authorization

- Use of OPT is counted cumulatively.** Remember, however, that only 12 total months of standard OPT are available, and that OPT done before a degree is completed will count against that 12-month total and reduce time available after the degree is awarded.
- A student who still has coursework remaining to complete his or her educational objective or degree program **is limited to 20 hours per week** of Optional Practical Training while school is in session.
- You **cannot** begin work until you have received your Employment Authorization Document (EAD) from the U.S.
- You **cannot** work before or after the dates listed on your EAD.
- You **cannot** be unemployed for a cumulative total of more than 90 days during the year of OPT. Once you have reached 90 days of unemployment your OPT will be terminated.
- You **can** work in a verifiable (documented) volunteer position and it will count as OPT employment.
- You **cannot** accept employment that is not directly related to your major area and commensurate with your educational level.
- Once you have applied for Optional Practical Training and it is very difficult to cancel the application and once it has been approved you **cannot** cancel it.
- While on OPT you must update the IA & SS on any changes that may occur in the following areas:

- Employer name and address,
 - Termination of employment
 - Change of employment
 - Change of personal address
- In order to travel outside the United States **after** you have received your Employment Authorization you will need the following documents in order to re-enter:
- Valid passport with at least 6 months validity left on it
 - I-20 with OPT recommendation and signed by immigration advisor within the last 6 months
 - I-94
 - Valid F-1 visa
 - Letter from current employer stating that you are employed
 - Valid Employment Authorization Document (this EAD will say “not valid for travel”). This means that you cannot travel using this card by itself. You must have all the other required documents.

I have read and understand the restrictions that apply to my practical training status. My signature affirms that I agree to and accept said conditions.

Name (please print): _____

Signature: _____

Date: _____

Please make sure that you obtain a copy of this page for your records.

Application Instructions

Form I-765

The I-765 must be completed on-line at the following USCIS website. Once completed, you may print it out and bring it to our office.

To access Form I-765 Application for Employment Authorization

1. Go to <http://www.uscis.gov/portal/site/uscis>
2. Click on the green tab titled "Forms"
3. Scroll down until you find *Form I-765 Apply for Employment Authorization*
4. Click on the "Form I-765" link at the beginning of the text
5. Complete Application and print out

Detailed Instructions for Completing Forms I-765

In USCIS website select and complete [Form I-765](#)

Fill in the I-765 according to the following; mistakes or omissions can cause delays.

I am applying for: check Permission to Accept Employment

1. **Name** Type in name exactly as it appears on I-20
2. **Other names:** If there are no other names on I-20 leave blank
3. **Address in the U.S.** We highly recommend that you use one of the UTRGV addresses.

1201 West. University Dr, ESTAC 3.128 "or" One West University Blvd., MAIN 1.308
Edinburg, TX 78539 Brownsville, TX 78520
4. **Country of Citizenship** Type in your country of citizenship as listed on the I-20
5. **Place of birth** Type in the city and country of your birth
6. **Date of birth** Type in your date of birth: use format of: month/day/year
7. **Gender** Select your sex
8. **Marital Status** Select your marital status
9. **Social Security Number** Type in your Social security Number (if you do not have one, leave blank)
10. **Alien registration Number or I-94 number** Type in the number on the top of your I-94 card in your passport i.e. 123456789 10
11. **Have you ever applied for employment authorization from USCIS before?** This will in most cases be "no" unless you have filled out an I-765 application before; if you have filed an application for employment with immigration before, you will need to put that information in these spaces and supply documentation.
12. **Date of last Entry into the U.S.** This is the date stamped on your I-94 card
13. **Place of last Entry into the U.S.** This is the city abbreviation stamped on your I-94 card; this will be the city where you entered the U.S. when you received the I-94 (Chi-Chicago, Hous-Houston, Hid-Hidalgo, Mia-Miami, etc.)
14. **Status of last entry** F-1 student (unless you have changed your status to that of a student inside the U.S.)
15. **Current Immigration status:** Type in: Student
16. **Eligibility Categories:** Type in (c) (3) (A) should be used if you are applying for pre-completion OPT.
- 17 & 18 **Leave this section blank**

Certification: You will then need to sign, date and put the telephone number where you can be reached by immigration if they need to contact you



Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 02/28/2018

For USCIS Use Only	Fee Stamp	Action Block	Initial Receipt	Resubmitted
			Relocated	
			Received	Sent
			Completed	
<input type="checkbox"/> Application Approved <input type="checkbox"/> Authorization/Extension Valid From _____ <input type="checkbox"/> Authorization/Extension Valid To _____ Subject to the following conditions: _____		<input type="checkbox"/> Application Denied - Failed to establish: <input type="checkbox"/> Eligibility under 8 CFR 274a.12 (a) or (c) <input type="checkbox"/> Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		Approved Denied A# _____
		<input type="checkbox"/> Applicant is filing under section 274a.12 _____		

▶ **START HERE - Type or print in black ink.**

I am applying for:

- Permission to accept employment.
- Replacement (of lost employment authorization document).
- Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name

Family Name	First Name	Middle Name

2. Other Names Used (include Maiden Name)

Family Name	First Name	Middle Name

3. U.S. Mailing Address

Street Number and Name	Apt. Number	

Town or City	State	ZIP Code
_____	_____	_____

4. Country of Citizenship or Nationality

5. Place of Birth

Town or City	State/Province	Country

6. Date of Birth (mm/dd/yyyy)

7. Gender Male Female

8. Marital Status

Single Married Divorced Widowed

9. Social Security Number (Include all numbers you have ever used, if any)

10. Alien Registration Number (A-Number) or Form I-94 Number (if any)

11. Have you ever before applied for employment authorization from USCIS?

Yes (Complete the following questions.)

Which USCIS Office?	Dates
_____	_____

Results (Granted or Denied - attach all documentation)

No (Proceed to Question 12.)

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)

13. Place of Last Entry into the U.S.

14. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

15. Current Immigration Status (Visitor, Student, etc.)

16. Eligibility Category. Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.

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17. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in **Question 16** above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree	Employer's Name as listed in E-Verify
<input type="text"/>	<input type="text"/>

Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

18. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in **Question 16** above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

19. (c)(35) and (c)(36) Eligibility Category

a. If you entered the eligibility category (c)(35) or (c)(36) in **Question 16** above, please provide the receipt number of the Form I-140 beneficiary's Form I-797 Notice of Approval for Form I-140.

b. Have you **EVER** been arrested for and/or convicted of any crime? Yes No

NOTE: If you answered "Yes" to **Item Numbers 19.b.**, refer to **Item Number 5.**, **Item H.** or **Item I.** in the **Who May File Form I-765** section of these Instructions for information about providing court dispositions.

Certification

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in **Question 16.**

Applicant's Signature

Don't forget to sign!

Date of Signature (mm/dd/yyyy)

Telephone Number

Signature of Person Preparing Form, If Other Than Applicant

I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Preparer's Signature

Date of Signature (mm/dd/yyyy)

Printed Name

Address