

F1- Optional Practical Training (OPT) Updated 02/15/2022

ON-LINE application Check List

- 1) Attend OPT training
- 2) Prepare the following documents as PDFs
 - I-94
 - All I-20s with CPTs
 - Passport
 - Visa
 - Social Security card

Please save all documents as PDF files for example: OlgaBoothI94.pdf or OlgaBoothPassport.pdf using your name. Save them all in one folder.

- 3) Fill out Student Request for OPT and email it to Olga Booth at obooth@methodist.edu
https://www.methodist.edu/wp-content/uploads/2019/10/ipo_opt_auth19.pdf

An I-20 with OPT endorsement on the second page will be issued and emailed to you after Student Request for OPT has been submitted (2-4 business days). Once this specific I-20 is issued USCIS must receive your application within 30 days. If you apply on day 31 you will be denied. If 30 days passed and you have not applied, talk to your DSO and will cancel and reissue and I-20 again before you apply.

- 4) Create a USCIS account at www.uscis.gov. Sign up for a USCIS Account. Make sure to save your passwords, IPO does not have access to your account. DO NOT use MU email, use personal email that you will have access to after graduation.
- 5) Click my USCIS tab, select that you are the applicant
File a form on-line
Choose I-765 for your application form from the drop-down menu
- 6) Follow the power point guide when filling the application. Your category is
(C 3 B) - Post Completion OPT

When putting the address, you must list an address where you want the card to arrive for your mailing address. Not an MU address. If it is your host family or relatives list their name under "in care of".

- 7) Upload all your documents into USCIS account: Passport, I-20s with CPT authorization if you had CPT, I-20 with OPT authorization, passport photos (take them with your phone, make sure there is no shadow on the background, must be white background, do not wear a hat and do not cover your ears)
- 8) You can save your application and schedule time with Olga Booth before you hit submit button. This step is optional. If you make mistakes on your application, it can be delayed or denied with no option to reapply. And USCIS keeps your fee.
- 9) Pay the fee and submit the application.

A receipt number will be automatically generated once you pay and submit the application. You can use that number to track your application status on www.uscis.gov, scroll down click Case Status Online. View case status online using your receipt number, which can be found on notices that you may have received from USCIS. Also, sign up for Case Status Online to receive automatic case status updates by email or text message.

When you are approved:

Once your application is approved you will receive an email from SEVIS to create a portal account.

Create a SEVIS portal account.

Make sure to save your password and log in information. IPO does not have access to it. It takes a few days to reset the account if you forget your info.

As soon as you get a job please email your DSO and update it on SEVIS portal. It is your responsibility to report the job and your new address. Until you report the job to SEVIS portal your unemployment clock is ticking. You can have only 90 days of unemployment for the whole year.

When your OPT ends you have 60 days of grace period to leave the country, go to grad school, change your status.

If you are going to grad school let your DSO know and start the process of transferring no later than 30 days past OPT end date.

If you are STEM major the process of STEM extension should be started 150 days before your OPT expires. Get in touch with Olga Booth to start the process at oboath@methodist.edu

Agreement

I, _____, understand that while on Optional Practical Training will be required to abide by all immigration regulations governing the F-1 visa. I also understand, agree, and accept the following specific items:

- I read and understand the IPO OPT section for F-1 Students found under Current Students at www.methodist.edu/int
- I will provide a copy of the employment authorization document (EAD) card to the International Programs Office
- I cannot start employment until I receive my employment authorization document (EAD) card and by the "valid from" date listed on the card has been reached
- I will report any changes of address, legal name, employer's name and address, and/ or any interruption of employment **within 10 days of the change**

Signature: _____ Date: _____