



## DEADLINE FOR OPT( OPTIONAL PRACTICAL TRAINING)

Deadline for OPT( Optional Practical Training)- Apply 90 days before the Program End Date( PED) or within 60 after PED

### Types of OPT:

**Post completion C.3.B (Most common)** You may apply to participate in post-completion OPT after completing your studies. If you are authorized for post-completion OPT, you may work part time (20 hours or less per week) or full time. If you participated in pre-completion OPT, USCIS will deduct that amount of time from your post-completion OPT authorization period. For example, if you participated in 10 months of pre-completion OPT, you would be eligible for only up to 2 months of post-completion OPT. (www.USCIS.gov/OPT)

**Pre Completion C.3.A** You may apply to participate in pre-completion OPT after you have been lawfully enrolled on a full-time basis for one full academic year at a college, university, conservatory, or seminary that has been certified by the U.S. Immigration and Customs Enforcement (ICE) Student and Exchange Visitor Program (SEVP) to enroll F-1 students. You do not need to have had F-1 status for the one full academic year; you can satisfy the “one full academic year” requirement even if you had another nonimmigrant status during that time. If you are authorized to participate in pre-completion OPT, you may work part time (20 hours or less per week) while school is in session. You may work full time when school is not in session. ( www.USCIS.gov/opt )

### Checklist: Required documents to complete OPT Application:

Application I-765 ( Make sure Eligibility under CFR is correct) <https://www.uscis.gov/i-765>

- Make sure to sign in black ink

Two passport Photos( can be obtained at Walmart, UPS, USPS, FED EX, Walgreens, CVS)

Copy of Passport ID page- must be valid for 6 months or more.

Copy of one additional Photo Identification Ex: Driver’s License, School ID Card

\$410(USD)- personal/ Cashier’s Check or money order made out to: *US Department of Homeland Security*

Copy of Visa and I-94 front and back <https://i94.cbp.dhs.gov/I94/#/home>

Copy of Initial I-20 w/Stamp, used to originally enter the USA

Copy of new I-20 issued with OPT request from DSO

G-115 Notification of Application/ Petition Acceptance( UCSIS sends to students)

### University Documents:

Academic Advising letter, indicating completion date of degree

Official/Unofficial University Transcripts

Print out Current Semester Schedule

### If Applicable:

Copy of Previous EAD Cards

Copy of any transfer I-20’s

Copy of SEVIS Screenshot of CPT Employment List of CPT( Optional)-

or

Copies of all I-20’s Including ones with CPT Authorization

Please keep in mind OPT is never guaranteed, it is up to USCIS to grant permission to participate in OPT. Cleary University’s PDSO, and DSOs are here to help with facilitate the process, and review your documents before submitting your application for OPT