Optional Practical Training: Post-Completion OPT

Optional Practical Training (OPT) provides an F-1 visa holder with an opportunity to gain 12 months of employment experience in his/her major area of study (with an option for a 24-month extension for STEM majors). The 12 months can be used all at once or in increments before graduation, using Pre-Completion OPT, or after graduating, using Post-Completion OPT. If you have used any Pre-Completion OPT time, you will have that amount of time less after graduation on Post-Completion OPT. Example: 3 months of Pre-Completion OPT = 9 months of Post-Completion OPT.

Employment while on OPT must be related to your major field of study. A job offer is not required to apply for OPT, but you must obtain authorization by USCIS prior to beginning employment. OPT is granted for specific dates and cannot be adjusted after it is approved. Once the application is submitted, please allow 90 days for processing.

There are three types of OPT: pre-completion, post-completion, and STEM Extension. The information in this document is for Post-Completion OPT only.

For more information, please visit the USCIS website on OPT.

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Post-completion OPT is used after the F-1 visa holder has completed his/her program of study, however it is recommended that you apply 90 days before the program end date on your I-20 form. You may apply for Post-completion OPT up until 60 days after the program end date listed on your I-20, though this is not recommended.

To apply for Post-completion OPT: submit the Anticipated Degree Verification letter request form to the Registrar’s Office, then prepare all of the documents as outlined in this packet. Once ISSS receives the Verification of Graduation letter from the Registrar, ISSS will reach out to you for an appointment to ask questions, review documents, and get your OPT-endorsed I-20 Form, in order to complete the OPT application process online.

The government takes at least 3 months to process OPT applications, which is why it is important to plan ahead!
Post-Completion OPT Online Application Process

**STEP 1** Submit **Anticipated Degree Verification** letter request (page 6) to the Registrar’s Office

Once ISSS receives the Degree Verification letter from the Office of the Registrar, ISSS will contact you to schedule a meeting so you can ask questions, review documents, and get your OPT- endorsed I-20 Form, **BEFORE** you submit the OPT application (I-765 Form) online.

**STEP 2** Submit to ISSS the **date you would like your OPT to begin**

Pick a **start date** within the 60 days after the Program End Date on your I-20 form. See OPT Timeline in this packet (page 5).

**STEP 3** Begin OPT application by working on the **I-765 Form online** through the USCIS Portal

**STEP 4** **Have ISSS check your I-765 Form**

It is strongly recommended that an ISSS advisor review your I-765 Form, especially if you have questions or concerns about the information you are to submit.

**STEP 5** **Submit payment for application fee = submit I-765 Form**

*Once payment is submitted, your application has been submitted to USCIS!* You will not be able to edit your application after you submit payment. The application fee is non-refundable, and if you need to submit the application again, you will need to pay the application fee again.

**NOTE:** if you submit the application without a valid OPT- endorsed I-20 Form, your application will be denied and you will need to apply again.

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**Documentation checklist for Post-Completion OPT application online:**

- Screenshot or PDF of your most recent **I-94 Arrival Record**, which can be retrieved from: [https://i94.cbp.dhs.gov/I94/#/home](https://i94.cbp.dhs.gov/I94/#/home)
- Scans of front and back of any previous **Employment Authorization Document (EAD)** card(s), if previously issued
- Scan of **OPT-endorsed I-20 Form** (you will get this from ISSS)
- **Passport-sized photo** (2 inches by 2 inches) taken in the past 6 months, not used before
  - See additional specifications in application or Completion Guide below.
- Credit card, debit card, or bank routing information to pay the **$410.00 application fee**

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Use the Completion Guide to help you complete the online I-765 application.
After OPT is filed:

You should receive three documents from USCIS:
1. Receipt notice (issued immediately after submitting online)
2. Approval notice
3. EAD Card (normally within 1-2 weeks after receiving the approval notice; scan front and back of the card to ISSS for your immigration file)

⇒ If you receive an R.F.E. (Request for Evidence), contact ISSS immediately.

Employment Reminders

- You MAY NOT work before you receive the EAD card or before the start date on the EAD card.
  - You should receive the Employment Authorization Document (EAD) within 3-4 months from the date on the receipt notice. If it is not received in this time, contact ISSS.
- Employment must be directly related to your major field of study.
- You may not be unemployed for more than 90 days in total while on OPT. If you have been unemployed for more than 90 days on OPT, then you will need to leave the U.S.
- Volunteering/working an unpaid internship for at least 20 hours per week in your major field of study may be considered employment.

⇒ Any violation of these and other employment regulations can cause your immigration status to be terminated.

Reporting Requirements

While on OPT, you will remain in F-1 status under the sponsorship of James Madison University, and as such, you must maintain your immigration status:

⇒ Report employer name and address, part-time (less than 20 hours per week) or full-time employment (20-40 hours per week), and start date to SEVIS through your SEVIS Portal Account as soon as you accept employment.
  - You will need to provide a statement about how employment is related to your major.
- Update your SEVIS record of a change in employment immediately and report all criteria listed above, including end date of previous employment.
- Update your SEVIS record of a change of name or address within 10 days of the change.
- Keep all immigration documents safe and in valid status.

⇒ Any violation of these and other regulations can cause your immigration status to be terminated.

Travel

Before departing the U.S., it is strongly recommended that you contact ISSS about your particular travel situation, as every situation is unique. Below are general guidelines to consider before departing the U.S. while on OPT.

Items needed for entry to the U.S. while on OPT:
- A valid passport; valid at least 6 months into the future
- A valid F-1 visa to reenter the U.S.
- Your most recent Form I-20 with travel signature from an ISSS staff member
- Your valid EAD (Employment Authorization Document)
- Letter of employment

➔ It is strongly suggested that you DO NOT travel outside of the U.S. while your OPT application is pending and before you secure employment.

If you intend to leave the U.S. permanently, inform ISSS of your departure date.

The following two questions are of particular interest while traveling on OPT. The answers are from the ICE website on Travel. Again, consult the ISSS staff before traveling.

1. Can I reenter if my request for Post-Completion OPT is pending?
   Yes, but traveling during this time should be undertaken with caution. USCIS may send you a request for evidence while you are away, however, so you would want to make sure you have provided a correct U.S. address both to your DSO and on the application and would be able to send in requested documents. Also, if USCIS approves your OPT application, you will be expected to have your EAD in hand to re-enter the United States. Like a request for further information, USCIS can only send the EAD to your U.S. address.

2. Can I reenter if I left while on Post-Completion OPT?
   If USCIS has approved your OPT you will be expected to have your EAD in hand to re-enter the United States, in addition to your Form I-20, valid passport and visa, and a letter of employment... If you exceed the limits on unemployment while outside the United States, you will not be eligible to re-enter the United States in F-1 status.
Pick an OPT start date within the 60 days after graduation.

Cannot begin work until:
- you receive the EAD card and
- until the start date listed on your EAD card

Cannot accrue more than 90 days of unemployment. Report employer name, address, and start date.

Report any change of address or employment.

If eligible, apply for STEM Extension before expiration of EAD card.

Use grace period to prepare to leave the U.S., transfer to a new school, or change to another immigration status.

If you are staying in the U.S. for the grace period, you cannot re-enter the U.S. after leaving.
Enrollment Verification Request

PLEASE PRINT LEGIBLY:

Name: ___________________________ Student ID #: ___________________________

Phone: __________________________ Email: ______________________@dukes.jmu.edu Date of Birth: ___________________________

Expected Graduation Date (Month/Year) __________________________ Number of Copies ___

- Future enrollment cannot be verified
- Normal processing time is within five business days
- Verifications cannot be emailed

(1) Request Information:
☐ Complete the form I provided (Must complete all student portions and sign before submitting)
☐ Provide me a Letter of Enrollment
☐ Provide me a Letter of Enrollment for Military I.D. Renewal
☐ International Invitation to Commencement (Must provide full names and relationship to the student)
☐ Degree Verification (JMU degree is conferred on student's transcript)
☑ Anticipated Degree Verification (Applied to graduate and on track pending successful completion of enrolled courses)
☐ Other (Please explain) __________________________

(2) Please check which semester(s) you are requesting verification for:
☑ Current semester
☐ Pre-registration for upcoming semester
☐ Past semester(s): __________________________

(3) Delivery Information (Verifications will NOT be emailed):
☐ Hold for Student Pick Up (Student must present valid ID or JACard when picking up the verification)
☐ I authorize the following individual to pick up my verification on my behalf __________________________
☐ Fax: (___) __________________ ATTN: __________________ Re: __________________
☑ Mail: Recipient’s Name: ___________ International Student & Scholar Services (ISSS) __________________

Street Address: _____________________________________________________________
City, State: __________________________ Country: __________ Zip Code: _______

Signature (REQUIRED): __________________________ Date: __________________

Submit to the Registrar’s Office: 5th floor of the Student Success Center or registrar@jmu.edu
You will first need to **create an account**.

The USCIS system will send you a **confirmation email**.

Then they will send you a **verification code** to enter online.
I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at https://myaccount.uscis.gov/.

Welcome to your USCIS Account
Select what you want to do
- Edit My Profile
- Login to a USCIS Service
- FIRST
- myE-Verify

Not sure what service you need? Start at USCIS.gov

File a Form
Select the form you want to file online. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

- Concurrent filing available

Select the form you want to file online.
- I-90, Application to Replace Permanent Resident Card
- I-130, Petition for Alien Relative
- I-539, Application To Extend/Change Nonimmigrant Status
- I-765, Application for Employment Authorization
- I-821, Application for Temporary Protected Status (TPS)
- N-336, Request for a Hearing on a Decision in Naturalization Proceedings
- N-400, Application for Naturalization
- N-565, Application for Replacement Naturalization/Citizenship Document
- N-600, Application for Certificate of Citizenship
- N-600K, Application for Citizenship and Issuance of Certificate Under Section 322

Start form
I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at https://myaccount.uscis.gov/.

Read the instructions before you start your application, then click Next.

What is your eligibility category?

You can file your request online only for certain eligibility categories. If your eligibility category does not appear on the dropdown list, you must file a paper Form I-765. If you submit online and are not eligible for one of the listed categories, your application may be denied.

Select (3)(B) Student Post-Completion OPT from the dropdown menu.

What is your reason for applying?

Initial permission to accept employment
- Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error
- Renewal of permission to accept employment

Have you previously filed Form I-765?

- Yes  Select Yes if you have.
- No  Select No if you have not.
I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at [https://myaccount.uscis.gov/](https://myaccount.uscis.gov/).

Is someone assisting you with completing this application?

- [ ] Yes
- [x] No

What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

- [x] Select Yes if you have used names other than those listed above.
- [ ] Select No if you have not.

Complete with your information.
I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at https://myaccount.uscis.gov/.

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)
This is the same as my daytime telephone number.

Email address

What is your current U.S. mailing address?
We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town
State
ZIP code

Is your current mailing address the same as your physical address?

- Yes
- No

Select Yes if you live at the address above.
Select No if you physically live at a different address, and provide that address.
# I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at [https://myaccount.uscis.gov/](https://myaccount.uscis.gov/).

<table>
<thead>
<tr>
<th>What is your gender?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Male</td>
</tr>
<tr>
<td>☐ Female</td>
</tr>
</tbody>
</table>

**Complete with your information.**

<table>
<thead>
<tr>
<th>What is your marital status?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Single</td>
</tr>
<tr>
<td>☐ Married</td>
</tr>
<tr>
<td>☐ Divorced</td>
</tr>
<tr>
<td>☐ Widowed</td>
</tr>
</tbody>
</table>

**Complete with your information.**

<table>
<thead>
<tr>
<th>What is your city, town, or village of birth?</th>
</tr>
</thead>
</table>

**Complete with your information.**

<table>
<thead>
<tr>
<th>What is your state or province of birth?</th>
</tr>
</thead>
</table>

**Complete with your information.**

<table>
<thead>
<tr>
<th>What is your country of birth?</th>
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<table>
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<tr>
<th>What is your date of birth?</th>
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</table>

**Be sure to use the MONTH / DAY / YEAR format!**
I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at [https://myaccount.uscis.gov/](https://myaccount.uscis.gov/).

What is your country of citizenship or nationality?
List all countries where you are currently a citizen or national.

[Add country]

What is your Form I-94 Arrival-Departure Record Number (if any)?

Get your most recent I-94 Record online at: [https://i94.cbp.dhs.gov/I94/](https://i94.cbp.dhs.gov/I94/)

When did you last arrive in the United States?
List your arrival date, place of arrival, and status at arrival.

**Date of arrival**

**Place of arrival**

**Status at last arrival**

Select your country of citizenship from the dropdown menu.
I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at https://myaccount.uscis.gov/. Complete with your information.

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

What is the expiration date of your passport or travel document?

What country issued your passport or travel document?

What is your current immigration status or category?

Select F-1 Student

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

Use the “additional information” section to include all previously used SEVIS numbers.

Enter your SEVIS ID number found on your I-20 Form
I-765 Completion Guide for Post-Completion OPT

After you have your OPT- endorsed I-20 Form, complete online at https://myaccount.uscis.gov/.

Most F-1 students do not have an A-Number.
I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at https://myaccount.uscis.gov/.

Read the instructions!

2 X 2 Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use the Department of State’s photo composition tools. Please note that we cannot approve your application without your photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator’s certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

...then upload your photo
I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at https://myaccount.uscis.gov/.

Read the instructions!

I-94, Arrival And Departure Record

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94; or
- Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the CBP website to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.

If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record, with USCIS. USCIS does charge a fee for this service.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator’s certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

...then upload your I-94
I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at https://myaccount.uscis.gov/.

Read the instructions!

Employment Authorization Document Or Government ID
Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.

File requirements
- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator’s certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

…then upload scans of your previous EAD card
I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at [https://myaccount.uscis.gov/](https://myaccount.uscis.gov/).

**I-765, Application for Employment Authorization**

- Getting Started
- About You

**Evidence**

- 2 x 2 photo of you
- Form I-94
- Employment Authorization Document
- Previously authorized CPT or OPT
- Form I-20

**Additional Information**

- Review and Submit

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**Read the instructions!**

**Previously Authorized CPT Or OPT**

Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

**File requirements**

- Clear and readable
- Accepted file formats: JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator’s certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

…then upload your previous CPT and/or OPT documents

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Next

Back
After you have your OPT-endorsed I-20 Form, complete online at [https://myaccount.uscis.gov/](https://myaccount.uscis.gov/).

**Read the instructions!**

**I-20, Certificate Of Eligibility For Nonimmigrant Student Status**

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

**File requirements**

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator’s certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

...then upload your OPT-endorsed I-20
I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at https://myaccount.uscis.gov/.

*If you have had other SEVIS ID numbers, should be included in this section.*

Type in “I have also had the following SEVIS ID number(s):” and list the other SEVIS ID number or numbers you have had. SEVIS ID numbers start with N00...
I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at https://myaccount.uscis.gov/.

Carefully review all of your information before you pay the application fee. Once the fee is paid, you cannot make corrections.

If you would like an ISSS advisor to review this, download the “Draft Snapshot” and email it to an ISSS advisor before you click submit.

Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

Your fee

Your form filing fee is: $410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Alerts and warnings

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

There are errors in About You: Your name

Edit my responses

This section will also alert you to missing or incorrect information.
I-765 Completion Guide for Post-Completion OPT

After you have your OPT-endorsed I-20 Form, complete online at https://myaccount.uscis.gov/.

After you agree to the Application Statement, where you digitally sign and submit the form, you will be directed to pay.gov site, a secure government portal, to pay for the application fee.

Enter the payment information. Make note of the form type and agency tracking ID at the top. Once you hit “Continue” to pay the fee, your I-765 Form will be submitted.

You will receive a confirmation message that your form has been submitted.

Click on “Go to My Cases” to see your case information and receipt notice.

All notices will be posted to your account and mailed to the mailing address that you entered:

- Receipt Notice
- Request for Evidence (RFE) – if you receive this, let ISSS know immediately!
- PDF of completed I-765 Form – email to your ISSS advisor to add to your immigration file.
- Decision letter

Let ISSS know if you have any questions during this process!