<u>Pre- and Post-completion OPT Packet</u>

All Students applying for post-completion OPT should attend an ISS OPT workshop. Students with additional questions should consult with an ISS advisor. Workshop dates are posted on the ISS OPT webpage and are sent out via ISS email and posted on the ISS FDU Face book page.

http://view2.fdu.edu/international-students/optional-practical-training/

<u>Definitions</u>

Pre-Completion Optional Practical Training is a work authorization in your field of study ***before*** your program completion.

Post-Completion Optional Practical Training is a work authorization in your field of study ***after*** your program completion.

<u>Eligibility</u>

- ✓ You are a degree candidate who has been in lawful status as a full time student for at least one academic year and are in F-1 status at the time of OPT filing.
- ✓ You have not completed a previous OPT in the same academic level.
- ✓ You have not exceeded 364 days of Full Time CPT at your current program academic level.
- ✓ You are within 90 days of your program completion – Post Completion OPT only. (Program completion is the last day of your final program requirement, this may be the last day of your final course)
- ✓ **Pre** completion OPT must end prior to program completion.

You may engage in OPT only after you receive your Employment Authorization Document (EAD card) from USCIS and the start date has arrived. This process can take approximately 2-3 months.

<u>Applying for Pre- or Post- Completion OPT</u>

In order to apply for OPT you must submit the following documents to ISS. It is recommended you do so as early as possible. ISS will not accept Post Completion OPT applications more than 90 days before your program completion.

- ☐ Complete <u>Section 1</u> of the Pre/Post-Completion OPT request form (see next page)
- ☐ Have your Academic Advisor completion <u>Section 2</u> of the OPT request form
- ☐ Submit the OPT Request Form to ISS in person or email intlservices@fdu.edu

*** To apply for <u>Pre</u>-Completion OPT you will need schedule appointment with an ISS advisor

<u>Returning the Completed OPT Documents</u>

After submitting the Request Form, you will receive an email to your FDU email within 5-7 business days to collect your new OPT I-20 and OPT Return Packet.

ISS will allow your OPT documents to be shipped to you if you are unable to collect them in person. The shipping will be at your cost and will require you to ship your documents through E-ship Global services. If you wish to choose this option please indicate on the OPT Request Form.

As part of the return process you will receive an OPT Return Packet which will explain the remaining steps to complete your OPT application. The Return Packet will include what documents you will need to include, filing fee information, a link to a guide on completing the Form I-765, and instructions on mailing your OPT application to U.S. Citizenship and Immigration Services (USCIS).

Pre- and Post-completion OPT Request Form

Section 1: Personal Information (to be filled out by the student)

Name: _____ FDU ID: _____

Email:_____ Phone number:_____

Major:_____ Today's date:_____

I will Collect my I-20 in person: Yes ☐

I would like to have my documents shipped with E-ship Global: Yes ☐
(If you choose E-ship global you will be mailed instructions when your documents are completed)

Select the appropriate OPT you would like to apply for:

☐ Post-Completion OPT (after you have finished your degree at FDU)
Post-Completion OPT must be full-time: All Post-completion OPT is applied for a 12 month benefit but must be completed **within 14 months** of the program completion. You must choose a start date between the day after program completion and 60 days later. (example 7/13/2024 to 7/12/2025). The earliest USCIS will accept your application is 90 days prior to program completion and no later the 60 days after program completion. It is recommended you apply as early as possible.

Start date:_____

☐ Pre-Completion OPT (before you finish your degree at FDU)
Full-time. Only available during vacation periods or if you have completed all coursework expect for dissertation or thesis
Part-time. A maximum of 20 hours per week when school is in session

Start date:_____ End date:_____

Section 2: Academic Information (to be filled out by the academic advisor)

Post-Completion OPT Only: By confirming the expected completion date you are attesting that the student is on track to graduate at the end of this term, barring any unforeseen circumstances. It is very difficult to cancel an OPT request if the government approved the employment authorization and the student did not complete as expected. *Please do not complete this form and contact our office if the student is in jeopardy of not completing the program.*

Is this student in the final term of study? Yes ☐ No ☐

This student is expected to complete the academic program on (please ***do not enter the graduation date***, program completion is the day the last program requirement is finished – may be the last day of the semester or term):

_____

Required for all levels (undergraduate and graduate)

_____
Academic Adviser Name   Signature   Date

_____
Student Name   Signature   Date

International Student Services Only

Received on _____ by _____