F-1 POST COMPLETION OPTIONAL PRACTICAL TRAINING (OPT) REQUEST FORM & INSTRUCTIONS

NAME: ________________________________________________

NSU ID _______________________

Important: Please read this entire document carefully. Have the following items ready for your appointment. Please note: the Forms I-765 and G-1145 are fillable pdf files and must be filled out on-line and printed. We will not accept any government form submission that is filled out by hand. Please use the checklist below to ensure you bring all necessary items to your OPT appointment. If you do not have all required documents, your OPT appointment will be rescheduled. Bring all pages of this document with you to your OPT appointment.

OPT CHECKLIST

  o Check the box “Permission to accept employment” located above Item 1
  o Complete Items 1-16
  o Important: The address you use in Item 3 will be the address to which your receipt and EAD card will be send.
  o Item 11: If you’ve had previous OPT or Economic Hardship, your answer will be “yes.” If you answer “yes,” you must have your previous EAD card with you. CPT and On-Campus Employment do not apply.
    The USCIS Office is determined by the Card # on your EAD card--if your Card # is preceded by:
    EAC, type Vermont Service Center
    LIN, type Nebraska Service Center
    SRC, type Texas Service Center
    WAC, type California Service Center
  o Item 16 should show (c) (3) (B)

☐ I-94 card or I-94 print-out from the web (https://i94.cbp.dhs.gov/i94/consent.html)

☐ Two (2) passport-style photographs (2 inches by 2 inches) with your LAST NAME and I-94 number printed in pencil OR blue or black ink on the back of each photograph

☐ Check or money order for $410.00 made payable to DEPARTMENT OF HOMELAND SECURITY

☐ Your passport & F-1 Visa stamp (if applicable)

☐ A completed form G-1145 if you want an email or text message verification of the receipt of your documents by the Service Center (https://www.uscis.gov/sites/default/files/files/form/g-1145.pdf)
OPT START DATE

Your OPT work start date chosen by you is based on your last day of class. In order to ensure that your OPT start date is properly set, please answer the two questions below.

1. What is the date of your last day of class? (Your last day of class is your last day of instruction including finals, or you last day of rotations, or your last day of comprehensive exams, or, if you are a doctoral student, your dissertation defense.)

   Please note: the last day of class is not your graduation date, but rather as defined above.

   My last day of class is ________________________________________

In order to avoid confusion resulting in a possible delay in processing your OPT, we will not create your OPT I-20 without your first obtaining your Program Advisor’s name and signature attesting to the date of your last day of class:

Advisor Name _____________________________________________________

Advisor Signature ________________________________________________

2. What date do you want to start your year of Optional Practical Training? (Must be within 60 days of the date your advisor certified above. For example, your last day of class is May 1, your earliest OPT start date would be May 2 and your latest OPT start date would be June 30.)

   I would like to start my OPT on ____________________

   Please keep in mind that the OPT start date you choose will be final. Once you have chosen a start date, changing it is very difficult.
INTERNATIONAL TRAVEL ON OPT

For more travel information, see U.S. Department of Homeland Security FAQ for Travel.

Overview

This section applies only to F-1 students who have applied for or have been approved for Optional Practical Training (OPT) by U.S. Citizenship and Immigration Services (USCIS) and want to leave and re-enter the U.S. after the completion of their academic program.

Before the completion of your academic program, the usual procedures for travel still apply. After completion of your academic program, the guidance for travel is related to whether your OPT has been approved or not yet.

Travelling When Post-Completion OPT Is Pending

If your post-completion OPT has not been approved yet (Employment Authorization Document [EAD] card still not yet issued by USCIS), and you do not have a job or a job offer, you may leave and then re-enter the U.S. to continue to look for employment.

In order to have the best chance of re-entering the U.S. without problems when your post-completion OPT is pending, be sure you have the following documents:

- Passport (valid for six months after you plan to re-enter the U.S)
- Valid F-1 visa stamp in your passport
- I-20 (with a travel signature no older than six months *)
- I-765 receipt notice (Form I-797) (The receipt notice will be sent to your address in about 3 to 4 weeks after the OPT application is sent.)

The visa stamp requirement does not apply to Canadian citizens.

If you need to apply for a new F-1 visa when your post-completion OPT application is pending, you should also be sure to have your I-765 receipt notice (Form I-797) in addition to the usual documents required for a visa application. Please keep in mind that visa renewals are not guaranteed and that you may not be able to reenter the United States in student status if your current F-1 visa is expired.
Travelling When Post-Completion OPT Is Approved

If your post-completion OPT has been approved (EAD card has been issued by USCIS) and you have a job or a job offer, you may leave and re-enter the U.S. in order to begin or resume employment. If your post-completion OPT has been approved and you leave the U.S. before getting a job or a job offer, your OPT ends. You may not be able to re-enter the U.S. as an F-1 student.

After USCIS has issued an EAD card for post-completion OPT, in order to have the best chance of re-entering the U.S. without problems, you should be sure you have the following documents:

- Passport (valid for six months after you plan to re-enter the U.S.)
- Valid F-1 visa stamp in your passport
- I-20 (with a valid travel signature no older than six months*)
- EAD card
- Evidence that you already have a job in the U.S. or that you have a job offer

The visa stamp requirement does not apply to Canadian citizens.

If you need to apply for a new F-1 visa, you should also be sure to have your EAD card and evidence that you already have a job in the U.S. or that you have a job offer in addition to the usual documents required for a visa application.

* Regulations state that during post-completion OPT, the travel signature should be no older than six months. The Office of International Students and Scholars recommends while on post-completion OPT that you get a valid travel signature every six months. *Source: 8CFR214.2(f)(13)(ii)*

Summary of Guidance

Students who have an EAD card for post-completion OPT and evidence of either a job or a job offer are allowed to leave and re-enter the U.S. during their OPT period. *Please keep in mind, reentry to the U.S. is never guaranteed.*

Students whose EAD card has not yet been issued (OPT application has not yet been approved by USCIS) are allowed to re-enter the U.S. to resume the search for employment. While your OPT application is pending, you are not required to have a job or a job offer for re-entry to the U.S.

However, a student may be denied reentry to the United States if he or she has an EAD card but does not have a job or a job offer.
REPORTING YOUR EMPLOYMENT AND RESIDENCE WHILE YOU ARE ON POST COMPLETION OPT

New government regulations require that your report each instance of employment. When you get a job or when you change jobs, you should send the following information within ten days to intl@nova.edu:

- Name of employer
- Address of employer
- Job Title
- Supervisor name
- Supervisor telephone number
- Supervisor email address
- Full Time (over 20 hours) or Part Time (20 hours)
- Work Start Date (Work End Date if you have terminated employment)
- Employer EIN number (tax ID)
- A sentence or two stating how your job duties relate to your major

When you receive your Employment Authorization Document (EAD card), you must email a scan of the front and back of your EAD card.

You must report any name changes and/or address change by updating your information with Nova Southeastern University within 10 days of the change. You may change your address in SharkLink, but any name changes will require documentary proof of the change.

If you are unemployed for a total of 90 days within your OPT period, USCIS will automatically terminate your SEVIS record, and you will be required to leave the United States immediately.
I have read and understand the guidance for international travelling while on OPT.

I have read and understand my responsibilities for reporting my employment and place of residence during my OPT period.

I understand that the Office of International Students and Scholars has no control over my OPT documents after they are sent to the Service Center for adjudication. If there are any errors on my EAD card or my EAD card is lost, I understand that I must contact United States Citizenship and Immigration Services (USCIS) customer service number for assistance: 1 (800) 375-5283.

I understand that OPT processing may take up to 90 days.

NSU ID_____________________________ DATE_________________________

Student Name________________________________________________________________________

Signature_____________________________________________________________________________