



Application Procedure for Optional Practical Training

To be eligible for Optional Practical Training (OPT), a student must meet **ALL** of the following requirements:

1. Never have been in violation of their F-1 status
2. Must have been in F-1 status at NSU for one academic year
3. Be currently enrolled in the program indicated on Form I-20 and be in good academic standing
4. Employment must be in the United States
5. Post-Completion OPT: It is recommended that students apply within 90 days of completion of the program to avoid the possibility of losing OPT time.
6. Pre-Completion OPT (less common): Apply 90 days before intended employment period (i.e., annual vacation)

Once all of the above requirements have been met and this application packet is complete (only use **BLACK** ink when completing the forms), please return to the Office of International Students and Scholars with the documents listed below:

- Form I-765
- I-20
- Copy of I-94 card front and back
- Two (2) passport size (2"x 2") photographs, as specified on form M-603
- Check or money order for \$380.00, payable to the **Department of Homeland Security**
- Copy of your visa or the biographical page of your passport
- Copy of previous EAD (if applicable)
- Indicate student's last day of class: _____
- Indicate student's OPT dates: **From:**_____ **To:**_____

Processing time for the OPT application takes approximately 3-4 months, sometimes longer. The Office of International Students and Scholars (OISS) has no control over the processing time. Students should plan ahead and file the application accordingly.

It is recommended that students do not change their residence while the EAD is being processed. The EAD will not be forwarded to the student's new address, and, consequently delays may occur. Lost time will not be returned or credited to the student.

Approximately 4-8 weeks after submission of the application, a Notice of Action from USCIS will be sent informing the student that the application has been received and is being processed. The Notice of Action form has an SRC number, which can be used for online tracking. The status of the application can be viewed at this Web site: <https://egov.uscis.gov/cris/jsps/index.jsp>

Note: Employment may NOT begin until the student has received the EAD.

Student Name

Program/Major

Student Signature

Date