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F1 Post Completion Optional Practical Training (OPT) Application Packet

PROCESSING TIME FOR ALL OIA DOCS: 7-10 BUSINESS DAYS

Document: OPT / Revised: February 2026

INSTRUCTIONS: This packet is to be completed *before applying through USCIS*. Please send completed packet and required documents to intl@nova.edu.

- Part I – Student Information (To be completed by student) – Page 1
- Part II – Program End Date (To be completed by Academic Advisor) – Page 1
- Part III – OPT Start Date (To be completed by student) – Page 2
- Part IV – Confirmation of Understanding (To be completed by student) – Pages 2-4
- Part V – I-20 Delivery Preference (To be completed by student) – Page 4
- Part VI – Application Checklist & Signature (To be completed by student) – Page 5

Part I: Student Information

First Name: (Given)		Last Name: (Family)	
NSU N#:		SEVIS ID:	N
Email address:	@mynsu.nova.edu	U.S. Telephone:	
Non-NSU email address where you can be contacted during OPT:			
Current Address: (Street, City, State, Zip)			
Mailing Address: (Street, City, State, Zip)			
Current I-20 Program End Date (MM/DD/YY):			

Part II: Program End Date (To be completed by your NSU Academic Advisor)

LEVEL	I-20 END DATE
☐ Undergraduate students ☐ Graduate and professional students without thesis/dissertations	The last day of classes.
☐ Graduate and professional students in programs requiring a thesis or dissertation	The submission date of the final version of the dissertation/thesis, with revisions, to the college.

What is this student's program end date based on the criteria listed above?					
Advisor's Name		Email	@nova.edu		
Signature		Date		Phone	

Part III: OPT Start Date (To be completed by the Student)

What is your program end date?	A	Use the date provided by your advisor on previous page.
What date is 60 days after your program end date? *Calculate at www.timeanddate.com/date/dateadd.html*	B	This is the LATEST date you may start your OPT.
What date do you want to start your OPT? *The date you choose will be final. Once you have chosen a start date, you cannot change it, even if you have a job offer to start employment before the date you chose.* *Many students choose a date that lands on a Monday.*	Choose a date between Box A & B from above	You will not be able to begin employment until your OPT start date, as listed on your received EAD card. You are permitted up to 90 days of unemployment, beginning on the OPT start date listed on your received EAD card.

Part IV: Confirmation of Understanding (To be completed by the Student)

Please read each statement carefully and initial next to each one to confirm your agreement. If you do not understand any of the information, speak with an International Student Advisor before signing and submitting your application.

OPT APPLICATION & PROCESSING

_____ I confirm that I have not had more than 364 days of FULL-TIME CPT authorized at my current degree- level (bachelors/masters/doctorate) or a higher degree level. I understand that if I have had 365+ days of full-time CPT at my current degree-level or higher degree-level my OPT application will be denied. I understand that part-time CPT and/or less than 365 days of full-time CPT have no impact on OPT.

_____ I confirm that I have not engaged in more than 12 months of OPT at this degree level or a higher degree level.

_____ I understand that USCIS must receive my application within 30 days of when the OPT-endorsed I-20 is created by the Office of International Affairs. This is true in all cases, even when re-submitting an application.

_____ I understand it is my responsibility to ensure that all forms are completed thoroughly and accurately. The Office of International Affairs is not responsible for any application errors and has no control over OPT documents sent to USCIS for adjudication.

I may not begin employment until my OPT start date, as listed on my received EAD card.

_____ If my EAD card is lost or there are any errors on the EAD card, it is my responsibility to contact USCIS at 1-800-375-5283.

_____ OPT processing may take 90 days or longer. I may find current I-765 processing times at https://egov.uscis.gov/processing-times/ and may check the status of my application at https://egov.uscis.gov/casestatus/landing.do.

Part IV: Confirmation of Understanding [CONTINUED]

TRAVEL

_____ **TRAVEL SIGNATURES ON OPT I-20s**

The federal regulations state that during post-completion OPT the travel signature should be no older than six months. **Re-entry into the US is never guaranteed.**

_____ **TRAVELING WHILE POST-COMPLETION OPT IS PENDING**

Travel outside of the United States while Post-Completion OPT is pending is risky and is not recommended. If my OPT is approved or I am sent a Request for Evidence (RFE) while I am out of the country, the officer at the U.S. port of entry may expect me to have the documents that have been mailed to my US address, as listed on the I-765. Since I will not have these documents, I may be denied entry. Additional travel information is available at www.ice.gov/sevis/travel.

If I choose to travel while post-completion OPT is pending, which is not recommended, I should have the following documents:

- Passport (valid for at least six months after you plan to re-enter the US)
- Valid F-1 visa stamp in your passport (except Canadian and Bermudian citizens)
- OPT I-20 (with a travel signature no older than six months)
- Form I-797 (your I-765 receipt notice which will be sent to your address approximately 3-4 weeks after USCIS receives your OPT application)

_____ **APPLYING FOR A NEW F-1 VISA WHILE POST-COMPLETION OPT IS PENDING**

If I leave the country and need to apply for a new F-1 visa while my post-completion OPT application is pending, I must have Form I-797 (I-765 receipt notice) in addition to the usual documents required for a visa application. F-1 visa renewals are not guaranteed and I may not be able to re-enter the US in student status if my current F-1 visa is expired. This would result in an abandonment of my OPT benefit.

_____ **TRAVELING AFTER POST-COMPLETION OPT IS APPROVED**

If my post-completion OPT has been approved (EAD card has been issued by USCIS) and I have a job or a job offer, I may leave and re-enter the US in order to begin or resume employment. If my post-completion OPT has been approved and I leave the US before getting a job or job offer, I may not be able to re-enter the US 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 US I should have the following documents:

- Passport (valid for at least six months after you plan to re-enter the US)
- Valid F-1 visa stamp in your passport (except Canadian and Bermudian citizens)
- OPT I-20 (with a travel signature no older than six months)
- Evidence that you already have a job in the US or that you have a job offer

_____ **APPLYING FOR A NEW F-1 VISA AFTER POST-COMPLETION OPT IS APPROVED**

If I leave the country and need to apply for a new F-1 visa after my post-completion OPT application has been approved, I must have my EAD card and evidence that I have a job or job offer in the US, in addition to the usual documents required for a visa application.

Part IV: Confirmation of Understanding [CONTINUED]

REPORTING REQUIREMENTS & UNEMPLOYMENT

_____ **NOTIFY OIA OF PERSONAL INFORMATION UPDATES**
I am required to notify NSU's Office of International Affairs at intl@nova.edu of any changes to my name, address, phone number or email address within **10 days**.

_____ **SUBMIT A COPY OF EAD CARD**
I am required to email NSU's Office of International Affairs at intl@nova.edu a copy of the front AND back of my EAD card once I receive it.

_____ **NOTIFY OIA OF EMPLOYMENT INFORMATION UPDATES**
I am required to notify NSU's Office of International Affairs at intl@nova.edu when I obtain or change employment. The following information must be reported:

- Your NSU N#
- Name & Address of Employer
- Job Title
- Supervisor Name, Telephone Number, and Email Address
- Employment Type (Part-Time – 20 hours or less / Full-Time – over 20 hours)
- Work Start Date & 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

_____ **ACCRUAL OF UNEMPLOYMENT DAYS**
If I am unemployed for a total of 90 days within my OPT period, USCIS may automatically terminate my SEVIS record and I will be required to leave the US immediately. Unemployment will be determined using the updated employment information I am required to submit to the Office of International Affairs.

Part V: I-20 Delivery Preference (To be completed by student)

IMPORTANT: OIA will create your OPT-recommended I-20. It is your responsibility to sign your I-20, and submit your complete I-765 and all required documents to USCIS. USCIS must receive your application within 30 days from the date your new I-20 was created ("Issue Date" – Page 1 of I-20).

☐ **ELECTRONIC ISSUANCE/EMAIL**
USCIS is currently permitting the electronic issuance of I-20 documents. After your I-20 is processed, it will be sent to your @mynsu.nova.edu email address.

Part VI: Application Checklist & Signature (To be completed by student)

Check each box to ensure you are submitting a completed ONLINE application:

_____This completed NSU F-1 Post Completion Optional Practical Training (OPT) Application Packet

- Part I – Student Information (To be completed by student)
- Part II – Program End Date (To be completed by academic advisor)
- Part III – OPT Start Date (To be completed by student)
- Part IV – Confirmation of Understanding (To be completed by student)
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_____A complete PDF of your I-765 draft

Gather all these documents and save them to the computer you will be using to later upload them to your online application. <u>You DO NOT need to submit these to our office</u>. Accepted scan copy file formats: JPG, JPEG, PDF, TIF or TIFF. For the passport photo, the system will only take JPG, JPEG or PNG file.

_____Copies of all previous I-20s with employment authorizations only (CPT, OPT, Economic

_____Hardship, etc.) I-94 card or print-out from https://i94.cbp.dhs.gov/I94

_____A passport style photograph (2 inches by 2 inches) with a white background.

_____Copy of your passport information page.

_____Credit card or ACH Payment using bank account to pay fee

I confirm that all the information provided in this application is accurate to the best of my knowledge.

Student Name (print) Signature Date