OFFICE OF INTERNATIONAL AFFAIRS

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F‐1 Post Completion Optional Practical Training (OPT) Application Packet

**PROCESSING TIME FOR ALL OIA DOCS: SEVEN (7) BUSINESS DAYS**

Document: OPT / Revised: May 2021

#### INSTRUCTIONS: Submit this entire packet to the Office of International Affairs *before applying through USCIS*. Your packet will be reviewed and your OPT I‐20 will be processed within seven business days. Processing time assumes all information has been completed fully and correctly. Errors will result in additional delays.

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

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

|  |  |
| --- | --- |
| LEVEL | I‐20 END DATE |
| c Undergraduate students  c Graduate and professional students without thesis/dissertations | The last day of final exams week for the last term of enrollment, as listed in the published Academic Calendar. |
| c 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?**  *Use the date provided by your advisor on previous page.* |  | This is the EARLIEST OPT start date you may choose. |
| **What date is 60 days after your program end date?**  *Calculate at* [*www.timeanddate.com/date/dateadd.html*](http://www.timeanddate.com/date/dateadd.html) |  | This is the LATEST OPT start date you may choose. |
| **What is an estimated 100 days after the date you will turn in this completed application to OIA?**  *This is an estimate of OIA and USCIS processing times + shipping.* |  | It is unlikely that you will receive your EAD card before this date. Therefore, whenever possible, choose this date or later. |
| **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.* |  | 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)**

**I have read and understand the following:** (read and initial next to EVERY statement)

# 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). I understand that if I have had 365+ days of full‐time CPT at my current 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 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.](http://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](mailto: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 a copy of the front AND back of my EAD card once it received.

### NOTIFY OIA OF EMPLOYMENT INFORMATION UPDATES

I am required to notify NSU’s Office of International Affairs at [intl@nova.edu](mailto: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 receive your I‐20, 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). OIA recommends a trackable method for all shipments involving immigration documents.**

## OPTION 1: PICKUP

You will be contacted when your OPT‐recommended I‐20 has been created and is ready to be picked up in the

Office of International Affairs.

* **OPTION 2: ELECTRONIC ISSUANCE/EMAIL (recommended)**

USCIS is currently permitting the electronic issuance of I-20 documents. Select this is you wish to have your I-20 emailed to you.

## OPTION 3: UNIVERSITY EXPRESS MAIL SERVICE

You will need to schedule and pay for a FedEx shipment using the University Express Mail Service (UEMS).

Tracking is included with all FedEx shipments. Information on how to schedule and pay for your shipment is available at [www.nova.edu/internationalaffairs/students/document‐delivery](http://www.nova.edu/internationalaffairs/students/document). **If you select this option you must include a copy of the shipping label with this application.**

*Please refer to* <https://www.uscis.gov/i-765-addresses>  *for USCIS addresses.*

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

#### Please check each box to ensure you are submitting a completed application packet:

* 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)

‐ Part V – I‐20 Delivery Preference (To be completed by student)

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

* A completed Form I‐765 (available at <https://www.uscis.gov/i-765>)

‐ Find instructions at: https://www.nova.edu/internationalaffairs/students/forms/index.html#opt

* 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
* Two (2) passport style photographs (2 inches by 2 inches) with your LAST NAME and I‐94 number printed on the back of each photograph.
* Check or money order for $410.00 made payable to DEPARTMENT OF HOMELAND SECURITY.
* Copy of your passport information page.
* Copy of your F‐1 visa (except Canadian and Bermudian citizens).
* OPTIONAL: Form G‐1145 (available at <https://www.uscis.gov/g-1145>)

‐ This form allows you to receive email and/or text message verification of the receipt of your documents

by the Service Center.

* OPTIONAL: FedEx shipping label if OPTION 3: UNIVERSITY EXPRESS MAIL SERVICE in Part V of this application. Shipping label instructions: <https://www.nova.edu/internationalaffairs/students/document-delivery.html>.

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

Name (print) Signature Date

**OIA STAFF USE ONLY:**

* Front Desk Review of Documents – Staff: / Date:
* DSO Review of Documents – Staff: / Date:
* OPT I‐20 Created – Staff: / Date:
* OPT Shipped– Staff: / Date:

NOTES: