



## Post-Completion OPT FAQ

**What is Post-Completion OPT?** Students completing their degree in the U.S. may apply for up to 12 months of work authorization related to their major called Post-Completion Optional Practical Training (OPT). OPT is a benefit of the F-1 status.

### Who can apply?

F-1 students who are in valid status and have/will complete an associate's degree in the current semester. Students who have not completed one academic year or have had a previous OPT at the same educational level or higher are not eligible.

### When can I apply for Post-Completion OPT?

Students may apply up to **90** days before they graduate or into their **60**-day grace period. Applications for OPT must be received by USCIS **before** the end of the **60**-day grace period to be approved.

### When can I start working?

You can work beginning on the start date of the Employment Authorization Document issued when OPT is approved. You can request a start date within your 60-day grace period. It takes USCIS 90-120 days to process OPT applications, and they will often move start dates to reflect their processing times. **Do not to start working until you have received your EAD card showing your official OPT start date.**

### Am I required to work while I am on Post-Completion OPT?

**Yes**, students are required to maintain and report fulltime (over 20 hours) employment related to their major area of study to remain in valid F-1 status. Students have a **90-day unemployment** period during OPT.

**Am I allowed to stay in the U.S. while my application for OPT is in pending status, even if my 60-day grace period has ended?** **Yes**, you are allowed to stay in the U.S. if your application is in pending status with USCIS.

**Where can I find more information?** See the OPT Presentation here: <https://sway.office.com/IYsuTUFmI6E8LDGH>

### Process of Applying for Post-Completion OPT

1. Gather and Submit required documents to ISO (I-20 Request Form, OPT Quiz, and I-765 to receive I-20)
2. Pick up OPT I-20 Packet from ISO
3. Mail complete OPT application to USCIS
4. Receive Receipt Notice from USCIS-*Check Date of Birth and Spelling of Name, Contact USCIS with any errors*
5. Receive EAD (Employment Authorization Document)- Email copy to [iso@collin.edu](mailto:iso@collin.edu)

### Requirements for the application:

- Two recent American passport-style photos- *Write last name and I-94 number on back*
- Money Order for I-765 filing fee, made payable to Department of Homeland Security (<https://www.uscis.gov/i-765>)
- Form G-1145
- Form I-765, using the code: "(c) (3) (B)" for item 27
- Copy of OPT I-20 and SEVIS CPT page, if applicable
- Copy of passport bio page
- Copy of visa page
- Copy of I-94
- Copy of any previous EAD card(s)
- ISO Post-Completion OPT Request Form
- Approved Petition to Graduate- *Complete with ISO.*
- ISO OPT Quiz

**Student will mail the OPT application after review. Processing at USCIS may take 3-5 months from receipt. 03/30/2021**

# Collin College International Students Office



## Post-Completion OPT Application

Students must complete ALL questions, and submit with required documents in-person to ISO (G-103, Plano).

Passport Name: \_\_\_\_\_

Major: \_\_\_\_\_

CWID: \_\_\_\_\_

Graduation Semester: \_\_\_\_\_

SEVIS Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Have you had a previous CPT? Yes \_\_\_ No \_\_\_ If yes, (\_\_\_\_\_) Semester/ (\_\_\_\_\_) Year

**Post-Completion OPT Requested Dates-** Pick a start date within your 60- day grace period (grace period starts the day after final exams). The end date is one year minus one day. Please note, USCIS takes 90-120 days to process OPT applications. This is a requested date and USCIS may change the dates based on their processing times. USCIS will not extend the end date past one year from the 60-day grace period.

OPT Requested Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YY

OPT End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YY

Please initial by each statement:

\_\_\_\_\_ I understand it is my responsibility to submit (mail) a complete and accurate OPT application for processing up to 90 days before graduation or before end of 60-day grace period.

\_\_\_\_\_ I understand that my OPT application must be received by USCIS within 30 days of the OPT I-20.

\_\_\_\_\_ I understand that I must check the USCIS website for any changes to the I-765 edition, filing location, or filing fee.

\_\_\_\_\_ I understand it is my responsibility to make a copy of all application materials and to keep and submit copies of all correspondence from USCIS.

\_\_\_\_\_ I understand that I am required to obtain, maintain, and report all employment during OPT. I am required to work over 20 hours per week in my field of study.

\_\_\_\_\_ I understand that I have a 90- day unemployment period, beginning with the start date of the EAD card, and I must report employment before the end of this period to maintain status.

\_\_\_\_\_ I understand that it is my responsibility to check the receipt notice for the spelling of the name and date of birth. If these are incorrect, I must contact USCIS immediately to have it corrected.

\_\_\_\_\_ I understand that I must email [iso@collin.edu](mailto:iso@collin.edu) a copy of my EAD card and I-797 approval notice.

\_\_\_\_\_ I understand that I can only work on days indicated on the EAD card. I must have the EAD card to work.

\_\_\_\_\_ I understand that I must report any changes in employment, address, phone number, or email within 10 days of any change, using my SEVP portal account or emailing the reporting form [iso@collin.edu](mailto:iso@collin.edu).

\_\_\_\_\_ I understand it is not recommended to travel internationally during OPT. If I decide to travel, I must have the following: valid passport with 6 months' validity, valid visa, OPT I-20 with travel signature, EAD card (if approved) or receipt notice (if pending), proof of employment or employment pending.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_