

## OPTIONAL PRACTICAL TRAINING

### Initial 12-Month Post-completion OPT

#### Students on F-1 Visa – SEVIS Process

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Optional practical training is defined as a work experience directly related to your field of study. F-1 students who graduate from US institutions are allowed 12 months of initial OPT per degree level: Bachelor's, Master's, and PhD. Under certain circumstances students might be eligible for a 24 month OPT extension, for which you can refer to the 24 Month STEM OPT application for more information. All students, regardless of major, must start the OPT process with the 12 month OPT.

#### Who Can Apply

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Post completion optional practical training must be full-time. F-1 students who have maintained their F-1 status and who have been in F-1 status for one academic year and who have completed all the coursework required for their degree are eligible. (Students completing thesis or dissertation can apply during their last year of study) In order to maintain F-1 status you must:

1. Keep your passport valid at all times,
2. Attend the school you are authorized to attend,
3. Continue to pursue a full course of study unless authorized by the Director of International Student Life for less than full-time,
4. Follow procedures for moving from one educational program to another and school transfer and
5. Refrain from unauthorized employment.

#### When to Apply

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The application for post-completion OPT can be submitted up to 90 days prior to the completion of your program and no later than 60 days after the completion date. The start date of the OPT can be no later than 60 days after the completion of your program. **Program completion is not graduation, it is the end of the semester when you have completed all your academic work.**

## How to Apply

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Application for the Employment Authorization Document (EAD) should be submitted by certified mail to the USCIS Dallas Lock Box (unless your mailing address is west of the Mississippi River then contact the International House for more information).

Make sure to follow these step-by-step instructions.

1. Complete the WPI request for OPT recommendation (attached).
2. Complete form I-765 application form. See our Forms page for the most up-to-date version.
3. Address in the US

**The local US Postal Service will not deliver US government mail if they are not completely certain that the individual lives at the address.** The address you supply must be a valid address that you will have for at least four months and your name must be on the mailbox. Also note that the local US Postal Service will not forward US government mail. If you move subsequent to your filing the application and do not notify the Service Center, the card will be returned to the USCIS office by the post office. It is your responsibility to notify the USCIS in the event of an address change. **If you are unsure of your future address or think you will be moving, please use the International House address at 28 Trowbridge Road, Worcester MA 01609, most students do this**

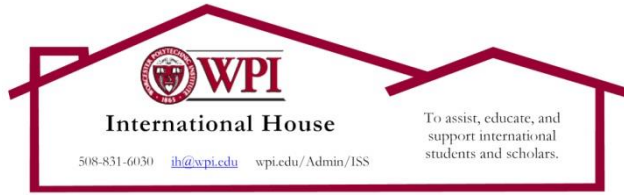
4. Note: pg 3, #27 on I-765 must be completed (c) (3) (B) if you are doing 12 months of OPT.

### What to Bring:

For your application you must have:

1. Completed I-765 Form, preferably typed, printed, and signed with a blue pen
2. WPI application form (attached)
3. All previously issued I-20's (we will photocopy and return the originals to you)
4. Passport
5. I-94 (downloaded from <https://i94.cbp.dhs.gov/I94/#/home>)
6. \$410.00 fee, check or money order payable to the **Department of Homeland Security (DO NOT abbreviate the name)**. They will **NOT** accept cash.
7. Two (2) full-frontal passport/visa photos (2 inch by 2 inch square). **Do not use the same photo as your passport or visa photo as these could be rejected.** Ideally the Photo should be less than 30 days old. It is best to purchase photos from a professional photographer. A list of local photographers is available at the International House.
8. \$10.00 mailing fee to cover the cost of certified mailing postage and processing, we accept cash, personal check, or you can pay online: <https://www.wpi.edu/offices/international-house> (Payment form link)

The Office of International Students and Scholars will review your application, make all necessary copies, issue a SEVIS I-20 Form with the OPT recommendation, and mail it to the US Citizenship and Immigration Services. Your Receipt Notice and EAD card will be returned to you at the address you put on the I-765 form.



International House Information  
Update **October 2018**

## Post-Completion Optional Practical Training Request Form

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**PLEASE PRINT OR TYPE**

LAST Name: \_\_\_\_\_ FIRST Name: \_\_\_\_\_

WPI ID Number: \_\_\_\_\_ Major/Department: \_\_\_\_\_

Degree: BS \_\_\_\_\_ MS \_\_\_\_\_ Ph.D. \_\_\_\_\_ Expected completion date: \_\_\_\_\_

Non-WPI Email Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Proposed employment for Optional Practical Training (describe functions you anticipate to carry out and how this relates with your major):

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**Employment must be directly related to your major area of study.**

Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

OPT Employer/Company name (if known): \_\_\_\_\_

Company EIN (Employer Id Number for Federal Tax purposes, if known); \_\_\_\_\_

Supervisor name, email, telephone number (if known):

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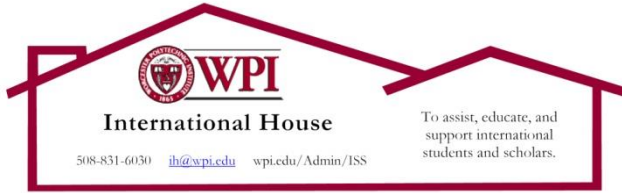
Company Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Please be aware that it is YOUR RESPONSIBILITY to inform the International House of ANY CHANGES in your employment situation.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## OPTIONAL PRACTICAL TRAINING

### Information for WPI Students on Optional Practical Training

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While on Optional Practical Training (OPT) you remain in F-1 non-immigrant status and you must have a valid I-20 form and a valid I-94 with the D/S notation.

#### **If traveling while on OPT, you must have:**

- 1) Valid passport,
- 2) Valid F-1 visa for your return,
- 3) Recently signed I-20 form,
- 4) Your Employment Authorization Document (EAD Card), and
- 5) Proof of employment/offer letter in order for you to re-enter the US in your F-1 OPT status. If your visa has expired, you can apply for a new F-1 visa from a US Consulate abroad with the same documentation as mentioned above.

#### **Reporting Requirements**

While on your initial 12 months of post-completion OPT you are required to report the following information to the International House. ([ih@wpi.edu](mailto:ih@wpi.edu))

- Any change of address
- Name and address of your OPT employer, and any change in employment such as change of employer, interruption of employment, etc.
- We have the “OPT Information Update Form” on our website which you can fill out and return with all the required information to fulfill your reporting requirements.

#### **Limited Periods of Unemployment to Maintain Status**

- During post-completion of OPT, F-1 status is dependent upon employment.
- Students may not accrue an aggregate of more than 90 days of unemployment during the 12-Month post-completion OPT carried out under the initial post-completion OPT authorization.

**By signing below, you acknowledge that you have read the above information, including your reporting requirements to the International House. Please keep a copy of this for your files and to serve as a reminder.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date