# Marywood
## UNIVERSITY®

**Office of the Registrar**

**Designated School Official for**

**Nonimmigrant Matters**

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# F-1 POST COMPLETION OPTIONAL PRACTICAL TRAINING REQUEST

## Eligibility Criteria for Post Completion Optional Practical Training

You are eligible to apply for Post Completion Optional Practical Training if:

- You have been in F-1 status for one full academic year
- You are in good academic standing and are pursuing a full course load
- You are maintaining valid F-1 status at the time of application
- You are in the final semester of your degree program

## Student Information

_____

Last Name (Surname)                                    First Name                      Middle Name

(_____)_____  _____ N __ __ __ __ __ __ __ __ __ __ __

Preferred Contact Phone Number               E-Mail Address                      SEVIS ID Number (Must be eleven digits)

Requested Employment Begin Date: _____/_____/_____  Requested Employment End Date: _____/_____/_____

MM        DD        YY                                                                                       MM        DD        YY

*These dates may not be changed once the application has been submitted to USCIS.*

## Checklist of Required Documentation

☐ Completed Form I-765 (available at www.uscis.gov) using the code (c)(3)(B) in item 16. Do not sign or date the form until your appointment with our office.

☐ Copies of your current and previous Forms I-20.

☐ Copy of the front of your latest I-94 card.

☐ Copy of previous Employment Authorization Document (EAD), if applicable

☐ Two full-face passport-style photos with your full name and I-94 number written lightly in pencil on the reverse of each picture.

☐ Copy of your passport ID pages including your photo, passport expiration date, and passport number

☐ Check or money order made payable to U.S. Department of Homeland Security for the current stated amount (refer to I-765).

☐ Copy of your F-1 visa page (except Canadians) or Form I-797 (approval of change of status to F-1, if applicable).

☐ Copy of unofficial transcript (available via your MarywoodYOU portal account).

## Student Certification

I affirm that I have read and understand the request information and instructions and certify that the information I have provided is accurate to the best of my knowledge.

_____

Signature of Student                                                                            Date

## Administrative Certification (To be completed by the student's Academic Advisor, Chairperson, or Dean)

I affirm that this student is in their final semester and is eligible to graduate.

_____

Signature of Academic Advisor, Chairperson, or Dean                                 Date

_____ Office Use Only _____

Initials: _____                              Date Processed: _____/_____/_____

# APPLICATION PROCESS

- Print and review Form I-765 found on the USCIS website referenced on the reverse of this form.
- Fill out the reverse of this form and obtain the signature of your Academic Advisor, Chairperson, or Dean.
- Fill out Form I-765 found at www.uscis.gov (see below for more information).
- Schedule an appointment with our office to review your application and supporting documents. You will also receive a new Form I 20 noting your requested start and end dates on page three.
- After our office has reviewed your application and supporting documents, send it to USCIS via express mail using the address found in the directions for form I-765.
- In three to four weeks, you will receive a receipt notice from USCIS stating that your application is under review.
- In 60 to 90 days from the date the application is received by USCIS, you will receive your approval notice (if approved) and Employment Authorization Document (EAD). **You may not begin to work until you receive your EAD. If you begin working without your EAD, you are in violation of status.**

# REPORTING REQUIREMENTS

***You must report the following information to our office within 10 days of any change:***

- Employer name, start date, and address (Letter signed by your employer on company letterhead)
- Loss of employment
- Legal Name
- Residential or mailing address
- Change of Status

**You may not accrue more than 90 days of unemployment during your granted period of OPT. The 90 days of unemployment accountability begins on the effective date of my OPT.**

# PICK AN OPT START DATE

Your start date may be any day after the program end date on your Form I 20 (#5) through your 60 day grace period. Do not select a weekend. If you are continuing to look for employment and do not have a job offer, you will need to estimate what date will work best for you. ***If you pick a date within your 60 day grace period, you will have less time to depart the country when you complete your OPT. You only receive one 60 day grace period after each academic level.***

Your OPT end date will be 365 days after your start date.

# GUIDELINES FOR COMPLETION OF FORM I-765

***All information should be typed before the form is printed.***

- Checkbox before item 1: You are applying for permission to accept employment
- 1-10: Biographical Information
- 11: If you have been approved to work previously, check "Yes" and include a copy of your previous EAD.
- 12-14: Date, place (port), and manner (student, visitor, etc.) of last entry to the United States.
- 16: Post-completion OPT is noted as: (c) (3) (B)
- 17: Does not apply to Post-completion OPT
- Sign, provide your telephone number, and date the form.