Post-Completion OPT Application Request

Please note several aspects of F-1 post-completion optional practical training (OPT)

- 1. A post-completion OPT may ONLY be filed **up to 90 days before** completion of studies and **up to 60 days after** completion of studies, and the OPT application must be received by USCIS within 30 days of the date the OPT I-20 is issued by DSO.
- 2. Employment authorization will begin on the date reflected on the **Employment Authorization Document (EAD)** issued by USCIS.
- 3. All students are required to update International Student and Scholar Services (I3S) of your name, address, employer's name and address, and any periods of unemployment while on OPT within **10 days** from moving/changing. The **Data**<u>Validation Report</u> form used to report the information can be downloaded at www.wmich.edu/immigration/forms.
- 4. Limited periods of unemployment to maintain status. (**Students may not accrue more than 90 days of unemployment** during any post-completion OPT carried out under the initial post-completion OPT authorization.)
- 5. Submit a copy of OPT card to I3S immediately upon your receipt.
- 6. While on OPT, your job should be directly related to your field of study and commensurate with your level of education.

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Part I. Student Information			
1. Student Name:	2. WIN:	3. SEVIS No.:	
4. Date of Birth:	5. City of Bi	Birth:	
Degree: 7. Major:		8. Credits Remaining to Graduate:	
9. Expected Date of Completion:	10. Propos	sed OPT Start Date: End Date:	
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Part II. Past Employment Inform	nation		
11. List All Periods of Previous Au	ıthorized Employme	ent for Practical Training (if applicable):	
Curricular Practical Training		Optional Practical Training	

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (I3S)
WESTERN MICHIGAN UNIVERSITY \$ 3110 FAUNCE STUDENT SERVICES
KALAMAZOO, MICHIGAN 49008-5246 \$ (269) 387-5865 \$ FAX (269) 387-5899

Part III. Contact Information and Signatures (please only fill out your designated section)

Student	Academic Advisor/Department Chair
Name:	Name:
Address:	Department:
Phone:	Phone:
Signature:	Signature:
Email:	Email:
Date:	Date:
By signing above, I agree that the information in Part I and Part II is correct.	By signing above, I agree that the information in Part I is correct.

Part IV. Instructions

Call (269) 387-5865 to sign up for an OPT workshop at I3S. You can see a list of available workshops here: www.wmich.edu/immigration/workshops

Bring the following with you: DO NOT STAPLE: ALL COPIES SHOULD BE ONE SIDED

- Completed Post-Completion OPT Application Request
- 2. Personal check for \$150 payable to Western Michigan University (service fee)
- 3. Completed Form G-1145
- 4. Completed Form I-765 (online or typed) www.uscis.gov/files/form/i-765.pdf

Sign Form I-765 in original black ink (make sure that your signature is within the signature box and does not touch any of the lines) *Line #27 is (c) (3) (B) for post-completion OPT

- 5. Personal check for \$410 payable to the Department of Homeland Security
- 6. Copy of arrival/departure record www.cbp.gov/i94
- 7. Copy of passport and visa
- 8. A copy of <u>all</u> previous I-20s (past and present) (This includes other schools, degree levels, etc.)
- 9. Two U.S. **passport-style** photos (print your name on the back of each photo)
 - Pictures must be no more than <u>30 days</u> old upon submission
- 10. A copy of your previously approved OPT card (both sides)

A Designated School Official (DSO) will review your status and if requirements are met, the DSO will generate **an OPT Form**

I-20 and make the recommendation for practical training on the Form I-20

It is the student's responsibility to timely and properly file the I-765 application.

For private courier (non-USPS) deliveries to:

USCIS

Attn: I-765 C03

131 South Dearborn - 3rd Floor

Chicago, IL 60603-5517

If your address provided on Form I-765 is not a Michigan address, please read <u>Form I-765</u> <u>Instructions</u> to find out the correct filing address:

www.uscis.gov/files/form/i-765instr.pdf

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (13S)
WESTERN MICHIGAN UNIVERSITY \$ 3110 FAUNCE STUDENT SERVICES
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