



## OPTIONAL PRACTICAL TRAINING APPLICATION

**YOU (THE STUDENT) MUST PREPARE TO THE FOLLOWING DOCUMENTS (INCLUDED IN THIS PACKAGE):**

FORM NAME	DIRECTIONS
<b>Academic Advisor Approval Form</b>	✓ <b>Academic Advisor:</b> Review student's records and fill out as directed.
<b>Form I-765</b>	✓ Check box: <u>"Permission to accept employment."</u> ✓ Answer questions <b>1-20</b> . ✓ For question <b>20</b> , enter the code <b>(C)(3)(B)</b> then sign and date the form <b>above the thick black line at the bottom</b> .
<b>Form G-1145</b>	✓ Fill out as directed.
<b>"Responsibilities of F-1 Students on OPT" Form</b>	✓ Fill out as directed.

In addition, you **must also prepare two (2) sets of photocopies** of the following documents:

<b>COPIES of ALL Previous &amp; Current Forms I-20</b>	✓ Copy all pages except instructions page
<b>Form I-94 Printout</b>	✓ <a href="https://i94.cbp.dhs.gov/i94/#/home">https://i94.cbp.dhs.gov/i94/#/home</a>
<b>COPIES of Passport and Visa</b>	✓ Identity and Information page ✓ F-1 Visa page
<b>Previous EAD Cards (in any)</b>	✓ Photocopy of card

After meeting the International Advisor, you are to staple the following documents to the application package:

<b>\$410 Money Order or Personal Check</b>	✓ Payable to <b>U.S. Department of Homeland Security</b>
<b>(2) Color Passport Photographs</b>	✓ (Write signature on back of both)

**Note:** Until you receive the Employment Authorization Document (EAD Card), you cannot start working. Accepting an offer of employment, without prior authorization from USCIS is a direct violation of your F-1 status.

Once done, you are to mail to the completed application package to the below address via **Certified and Receipt Returned Mail** (*requested to the post office or carrier service*), within 30 days of DSO's Recommendation. Failure to do so will result in your OPT application being denied outright.

U.S. POSTAL SERVICE ADDRESS	EXPRESS MAIL ADDRESS
U.S. Citizenship and Immigration Services P.O. Box 660867 Dallas, TX 75266	U.S. Citizenship and Immigration Services Attn: AOS 2501 S. State Hwy. 121, Business Suite 400 Lewisville, TX 75067



*International and Experiential Education*

**ACADEMIC ADVISOR APPROVAL FORM  
OPTIONAL PRACTICAL TRAINING**

**To be completed by student (PLEASE PRINT):**

**Student Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_

**Preferred OPT Start Date:** \_\_\_\_\_

**To be completed by Academic Advisor (PLEASE PRINT):**

*The above named international student has requested permission for Optional Practical Training in order to gain work experience in his/her major field of study and therefore your recommendation is required.*

Please check the appropriate space below.

**I have reviewed the student's transcript and:**

\_\_\_\_\_ The student is in good academic standing and has completed his/her course requirements.

\_\_\_\_\_ The student is **NOT** in good academic standing.

\_\_\_\_\_ The student has not yet completed his/her course requirements.

Please indicate the date the student will complete the program or has completed the program

\_\_\_\_\_.

Please list any required courses or projects that the student has yet to complete (except those currently registered for):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_

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

**Department:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_



## RESPONSIBILITIES OF F-1 STUDENTS ON OPT

As F-1 students, you must all comply with following guidelines after graduation and after applying for OPT:

- ✓ **Submit a copy of the EAD (OPT) card upon receipt with current address and telephone number.**
- ✓ **Inform the DSO of any change of address within 10 days of the change.**
- ✓ **Inform the DSO of the name, address, telephone number of your new employer and employment start date within 10 days of finding the job.**
- ✓ **Inform the DSO of any interruption of employment.**
- ✓ **Inform the DSO of any legal changes of name (proof of the new name needed).**
- ✓ **Inform the DSO of any change of status (copy of the approval notice needed).**

Failure to comply will result with penalty imposed by the Department of Homeland Security.

✉ **Old Westbury Students** may scan or e-mail the information to Barbara at [bmultari@nyit.edu](mailto:bmultari@nyit.edu) or fax the information to 516 – 686 – 7483.

✉ **Manhattan Students** may scan and e-mail the information to Robinson at [rdespeig@nyit.edu](mailto:rdespeig@nyit.edu) or fax the information to 212 – 261 – 1691.

**“I agree to comply with my reporting requirements.”**

**Student Name:** \_\_\_\_\_

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

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

**Student ID#:** \_\_\_\_\_

# Composition Checklist...

## 7 Steps to Successful Photos

- ✓ Frame subject with [full face, front view, eyes open](#)
- ✓ Make sure photo presents [full head](#) from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches (25 mm to 35 mm)
- ✓ [Center head](#) within frame (see Figure 2 below)
- ✓ Make sure [eye height](#) is between 1-1/8 inches to 1-3/8 inches (28 mm and 35 mm) from bottom of photo
- ✓ Photograph subject against a plain white or off-white [background](#)
- ✓ [Position subject](#) and [lighting](#) so that there are no distracting shadows on the face or background
- ✓ Encourage subject to have a [natural expression](#)

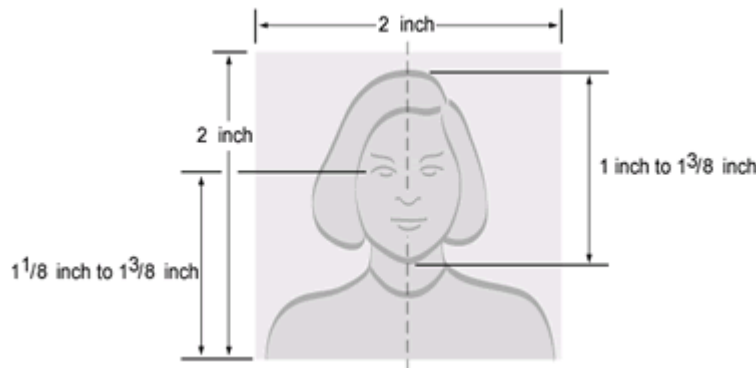
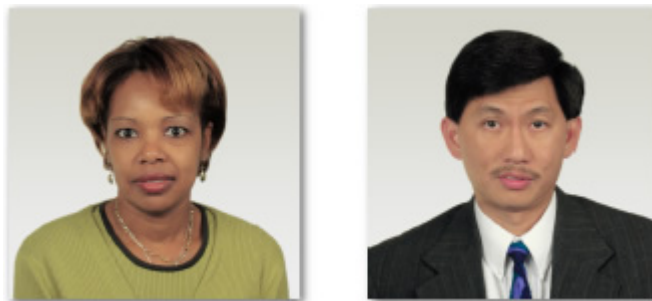


Figure 2. Head Position & Placement

## Well-Composed Photos



## PROCEDURES FOR CANCELLATION & WITHDRAWAL OF OPT APPLICATION REVOCATION OF OPT EMPLOYMENT AUTHORIZATION

### POLICY AND PRACTICE:

#### **CANCELLATION: Application “Requested” (Submitted but not received/receipted)**

1. Student writes Request to Cancel OPT and submits to DSO.
2. DSO cancels recommendation in SEVIS. If it has been sent to Service Center send email.

#### **WITHDRAWAL: Application “Pending” (Received and receipted)**

1. Student writes a letter requesting the OPT application be withdrawn noting name, date of birth, Receipt number, and dates for which OPT had been requested.
2. Student signs and submits letter to Service Center in an envelope with “OPT Withdrawal” noted in BOLD with appropriate tracking, or alternatively, submits it to the DSO to be scanned and emailed to the Service Center school’s email address.
3. Student submits copy of Withdrawal Request to DSO and proof of submission, or alternatively, student submits original letter to DSO who scans and emails it to the Service Center school’s email address.
4. DSO cancels OPT Request in SEVIS.

#### **REVOCATION: OPT “Approved”**

#### THE LAW: 8 CFR 274a.14(b)(1)

*“(b) Revocation of employment authorization—*

- (1) Basis for revocation of employment authorization. Employment authorization granted under Section 274a.12(c) of this chapter may be revoked by the district director:*
  - i. Prior to the expiration date, when it appears that any condition upon which it was granted has not been met or no longer exists, or for good cause shown; or*
  - ii. Upon a showing that the information contained in the application is not true and correct.*

### POLICY AND PRACTICE:

#### **Policy:**

Until recently, USCIS policy was not to revoke OPT even though law permitted it. Recently, however, USCIS reversed its policy and began to revoke authorized OPT.

Current SEVP Policy addresses what to do if the revocation is due to a student failing to complete the program of study:

*“...the DSO should extend the student’s program end date to the appropriate date. The student may work part time while enrolled in courses to complete the requirements for his/her program and full time during breaks and vacations. After successful completion of all the program requirements the student may work full time.”*

However, even though the student’s program end date was extended because the OPT was granted as post-completion OPT, **the student is subject to the 90-day limitation on unemployment.**”

[SEVP Policy Guidance 0801-02, 4/6/2009, 6.9]



**USCIS Practice:**

**Revocation of OPT prior to EAD start date:**

Follow the Withdrawal procedure steps 1-3 above except call it a request to revoke instead of withdraw and return the EAD card to the VSC in addition to the request.

**Revocation of OPT after EAD start date:**

*“While we generally would not revoke OPT based upon a request by the student received after the start of the employment authorization, students are free to request revocation and offer a persuasive case. USCIS could use the discretion offered by 8 CFR 274a.14(b)(1) to revoke OPT in an especially unusual case, but any such revocation would be based upon the particular factors presented by the student.”*

[August 20, 2009 VSC Stakeholders Q&A and Introductory Comments]