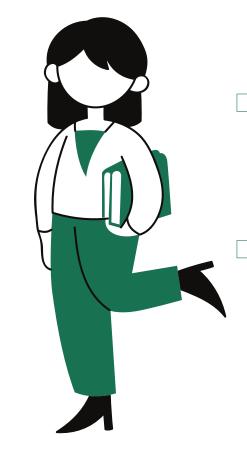Office for Global Engagement | (724) 738–2057 | Spotts World Culture Building 002

APPLICATION FOR OPTIONAL PRACTICAL TRAINING (OPT)

FIRST

☐ Read the Optional Practical Training Information "Frequently Asked Questions".

☐ Attend an OPT session and/or make an appointment with the International Students Adviser to discuss OPT Options.

☐ Create a USCIS online account at **https://myaccount.uscis.gov** > click on the "myUSCIS" option > click file a form > select I-765 Application for Employment Authorization > begin the application process.

SECOND

☐ The Office for Global Engagement P/DSO will issue a new I-20 for you usually within 5 business days. Your updated I-20 will include your recommendation for your OPT or OPT STEM Extension on page 2. You will upload a copy of this new I-20 with your OPT recommendation to your online application.

THIRD

☐ Keep copies of everything you submit for your own records.

☐ Submit your online application to USCIS. You will receive a notification from USCIS with a tracking number that can be used to follow the progress through the online portal you have created. Your case will stay in "pending" status until it is approved.

☐ USCIS must receive your application no more than 90 days before OR no more than 60 days beyond your program end date as noted on your I-20. You **MUST** send your application within 30 days of the issue date of the new OPT I-20 form issued by the Global Engagement Office.

APPLICATION MATERIALS

*STEM majors will apply for 12-month regular OPT first and then STEM Extension 90 days prior to 12 months OPT end date

☐ Payment of $410.00 made online via credit or debit card.

☐ Form I-765: indicate the appropriate code from below for typ of employment:
- (c) (3) (A)   F-1 Pre-completion option practical training (OPT)
- (c) (3) (B)   F-1 Post-completion OPT
- (c) (3) (C)   F-1 24-month extension for STEM OPT

☐ Photocopy of I-94

☐ Photocopy of "new" I-20 with OPT recommendation by on the back

☐ Photocopy of all previous EAD cards (if applicable)

☐ Photocopy-Identification pages from your passport: (name, date of
- ○ Biographical page
- ○ Visa page

☐ 2 Passport "color" photos with a white background taken no earlier than 30 days before submission to USCIS.

ADDITONAL 24-MONTH STEM EXTENSION MATERIALS NEEDED

☐ Complete form I-983 on the USCIS website

☐ Provide "Job Confirmation Letter" from initial OPT employer

☐ Provide "official" transcripts from SRU with evidence of STEM degree and conferred graduation date