

Roseman University--International Student (F1) Process for Applying for Optional Practical Training (OPT)

Pre-OPT

Pre-OPT allows an F1 student to work up to 20 hours per week on a part-time basis. The request must be submitted and are approved every year. The student can be paid but it must be in their field of study and they must have completed at least one full year of study as an F1 student. The student can work for two years on a part-time basis, OR the student may work for one year on a part-time basis and then can use the remainder of the year not used for post-OPT.

- To begin the process of applying for Pre-OPT, you must notify Registrar/Student Services Angela Bigby (abigby@roseman.edu) and she will assist.
- When sending the email, please include the following information:
 - First and Last Name
 - Program and year in program
 - A request for Pre-OPT (you have been an F1 student for at least one calendar year)
 - Desired start and end date of Pre-OPT – **send this information via email prior to appointment.** (*May not be before student has met the one year requirement as an F1 student*). **Please Note:** Desired start date may be back-dated by USCIS.
- **Acquire the following documents (all copies will need to be made prior to next meeting with DSO):**
 - ___ Current version of application for OPT (Form I-765) <http://www.uscis.gov/files/form/i-765.pdf>
 - Line 16 is “C 3 A” for pre-completion OPT
 - **Please note:** *Student Signature needs to be inside the signature box or it can be rejected.*
 - ___ I-765 filing fee (check or money order) payable to “U.S. Department of Homeland Security”
 - ___ Two identical immigration-style photos (passport photos)
 - ___ Copy of both sides of student I-94
 - ___ Photocopies of the following passport pages:
 - ___ Photo page
 - ___ Page with Passport validity dates (including renewal page if original has expired)
 - ___ Pages showing amendments such as name changes/corrections/etc.
 - ___ F-1 Visa page (if any)
 - ___ Photocopies of all prior Form I-20s (including those from Roseman); especially those on which CPT or OPT was granted previously, so that all prior periods of CPT and OPT (stating part-time or full-time) can be reviewed by USCIS.
 - ___ Photocopies of any previous Employment Authorization Documents (EAD) cards
- **Schedule a 30-minute meeting with Angela Bigby/designee via phone (and bring all documents above). You will then be provided with the following:**
 - ___ Newly printed Form I-20 printed with the OPT endorsement, signed by the DSO AND the student on page 1 and (signed/dated) page 3. [Note: The student must file an OPT application (I-765, signed I-20, and fee) within 30 days of the DSO’s OPT recommendation in SEVIS, and within other OPT filing deadlines]
 - ___ Letter of support
- **Final steps taken by student** (Make copies of all documents for your own file):
 - ___ Mail all of the above documents to the USCIS Lockbox facility with jurisdiction over the student’s place of residence. For Utah/ Nevada students, **the expedited courier address is:**

USCIS
Attn: AOS
1820 E. Skyharbor Circle S.
Suite 100
Phoenix, AZ 85034
 - ___ Fax a signed/dated copy of the Employment Authorization Card received from USCIS to Roseman Registrar/Student Services. Once received, an updated I-20 will be mailed to the student.

Post-OPT

Post-OPT allows an F1 student to work more than 20 hours on a full-time basis (typically 40 hours/week). This is approved for only one year beyond graduation and cannot be extended. Upon the end of the one year (or whatever time was not used during the pre-OPT), the student has 60 days to leave the country or be transferred (with assistance from an employer) to a work visa (H1B). If the employment offer changes or the student stops working, the one year does not get extended; however, the student must contact the Registrar/Student Services Office. Student may not apply for Post-OPT more than 90 days from graduation date.

- To begin the process of applying for Post-Opt, you must notify Registrar/Student Services (abigby@roseman.edu).
- When sending the email, please include the following information:
 - First and Last Name
 - Program and year in program
 - A request for Pre-Opt (Note: You have been an F1 student for at least one calendar year)
 - Desired start date of Post-OPT – **send this information via email prior to appointment**. (*Must be 1-59 days after exact graduation date – not counting day of graduation – cannot work on 60th day*). **Please Note:** Desired start date may be back-dated by USCIS.
- **Acquire the following documents (all copies will need to be made prior to next meeting with DSO):**
 - ___ Current version of application for OPT (Form I-765) <http://www.uscis.gov/files/form/i-765.pdf>
 - Line 16 is “**C 3 B**” for post-completion OPT
 - **Please note:** *Student Signature needs to be inside the signature box or it can be rejected.*
 - ___ I-765 filing fee (check or money order) payable to “U.S. Department of Homeland Security”
 - ___ Two identical immigration-style photos (passport photos)
 - ___ Copy of both sides of student I-94
 - ___ Photocopies of the following passport pages:
 - ___ Photo page
 - ___ Page with Passport validity dates (including renewal page if original has expired)
 - ___ Pages showing amendments such as name changes/corrections/etc.
 - ___ F-1 Visa page (if any)
 - ___ Photocopies of all prior Form I-20s (including those from Roseman); especially those on which CPT or OPT was granted previously, so that all prior periods of CPT and OPT (stating part-time or full-time) can be reviewed by USCIS.
 - ___ Photocopies of any previous Employment Authorization Documents (EAD) cards
- **Schedule a 30-minute meeting with Angela Bigby/designee via phone (and bring all documents above). You will then be provided with the following:**
 - ___ Newly printed Form I-20 printed with the OPT endorsement, signed by the DSO AND the student on page 1 and (signed/dated) page 3. [Note: The student must file an OPT application (I-765, signed I-20, and fee) within 30 days of the DSO’s OPT recommendation in SEVIS, and within other OPT filing deadlines]
 - ___ Letter of support
- **Final steps taken by student** (Make copies of all documents for your own file):
 - ___ Mail all of the above documents to the USCIS Lockbox facility with jurisdiction over the student’s place of residence. For Utah/ Nevada students, the expedited courier address is:

USCIS
Attn: AOS
1820 E. Skyharbor Circle S.
Suite 100
Phoenix, AZ 85034
 - ___ Fax a signed/dated copy of the Employment Authorization Card received from USCIS to Roseman Registrar/Student Services. Once received, an updated I-20 will be mailed to the student.

Finale note: If application approved for Post-OPT and the student has a desire to work in the United States beyond the Post-OPT year, it is highly recommended that the student speak to his/her employer early during the Post-OPT year to determine if employer would consider sponsoring the student in application for H1B visa status. **Roseman University is *NOT* currently approved for the STEM Extension. Notify Registrar/Student Services if visa status changes to H1B.**