

OPTIONAL PRACTICAL TRAINING APPLICATION

You (the student) must prepare to the following documents (included in this package):

FORM NAME	DIRECTIONS (FILL OUT IN BLACK INK)
Academic Advisor Approval Form Start Date	✓ Academic Advisor: Review student's records and fill out as directed.
Form I-765 [Expiration Date 07/31/2022]	✓ Check: <i>"Initial permission to accept employment."</i> ✓ Answer questions 1 – 27 . ✓ For question 27 , enter the code (C)(3)(B) ✓ For page 4, complete Part 3 and sign form
Form G-1145	✓ Fill out as directed.
"Responsibilities of F-1 Students on OPT"	✓ Fill out as directed.

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

All Previous & Current Forms I-20	✓ Copy all pages except instructions page
Form I-94 Printout	✓ https://i94.cbp.dhs.gov/i94/#/home
Passport	✓ Identity and Information page ✓ F-1 Visa page
Previous EAD Card (in any)	✓ Photocopy of card

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

Money Order / Personal Check / Form G-1450	✓ \$410 ✓ Payable to U.S. Department of Homeland Security
(2) Color Passport Photographs	✓ (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

ACADEMIC ADVISOR APPROVAL FORM
Optional Practical Training

STUDENT (PLEASE PRINT):

NAME:	
STUDENT ID#:	
PREFERRED OPT START DATE:	

ACADEMIC ADVISOR (PLEASE PRINT):

Please check the appropriate space below.

I HAVE REVIEWED THE STUDENT'S TRANSCRIPT AND:	
<input type="checkbox"/>	The student is in good academic standing. Has completed his/her course requirements.
<input type="checkbox"/>	The student is NOT currently in good academic standing.
<input type="checkbox"/>	The student has not yet completed his/her course requirements.

STUDENT EXPECTED TO COMPLETE THE PROGRAM BY: _____

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

NAME:	
SIGNATURE:	
DEPARTMENT:	PHONE NO.:

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](#)

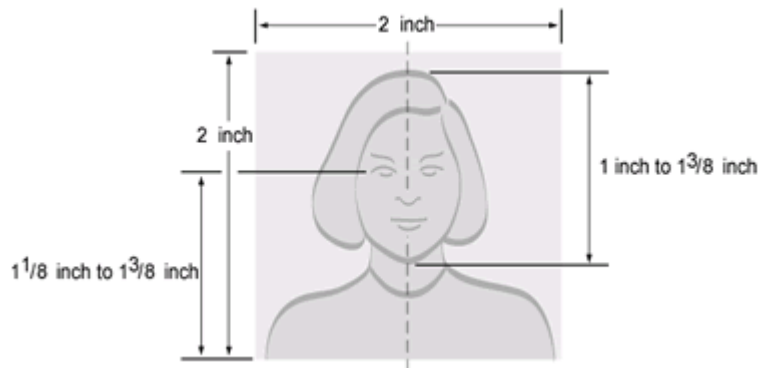
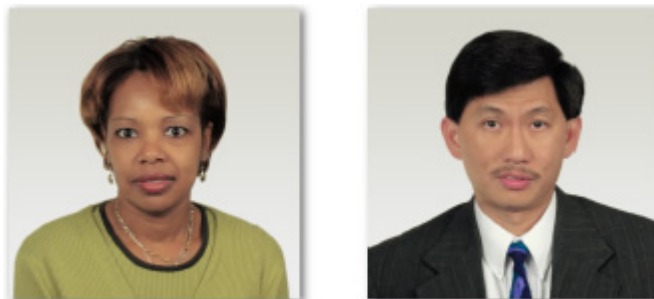


Figure 2. Head Position & Placement

Well-Composed Photos



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.

- ✓ **LONG ISLAND STUDENTS:** Scan or e-mail the information to Barbara at bmultari@nyit.edu or fax the information to 516.686.7483.
- ✓ **NEW YORK CITY STUDENTS:** Scan and e-mail the information to Robinson at rdespeig@nyit.edu or fax the information to 212.261.1691.

"I agree to comply with my reporting requirements."

NAME: _____

STUDENT ID: _____

SIGNATURE: _____

DATE: _____

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.
- 5.

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:*
 - *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*
 - *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."

CONTINUED NEXT PAGE

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:

REVOCAION 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.

REVOCAION 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]