

**F-1 Pre-Completion Optional Practical Training**

**To Be Eligible:** You must have been studying full time for at least one full academic year. You must be in the US in F-1 status at the time of application.

**To Apply:** Submit the following through the immigration portal or by email to the Office of International Services.

* A letter of recommendation from your academic advisor (see the enclosed sample)
* Properly filled OPT application request form with signature and date (enclosed in this packet)
* Completed form I-765 ([www.uscis.gov/i-765](http://www.uscis.gov/i-765)), see instructions on the reverse
* Copy of your I-94 card, both sides, if you have a paper I-94. If you do not have a paper I-94, print the electronic I-94 from your most recent entry into the US (<https://i94.cbp.dhs.gov/>
* Copy of your passport page showing photo, passport number, issuing country and expiration date
* Copy of your most recent visa stamp
* Two color passport photos
* An application fee of $410, in check or money order payable to the Department of Homeland Security

After you submit the documents we will issue a new I-20 authorizing you for Optional Practical Training. You will then submit all of the documents to the U.S. Citizenship and Immigration Service (USCIS), who will adjudicate your application. The normal processing time for this application is 90 days. USCIS will notify you directly regarding the status of your application.

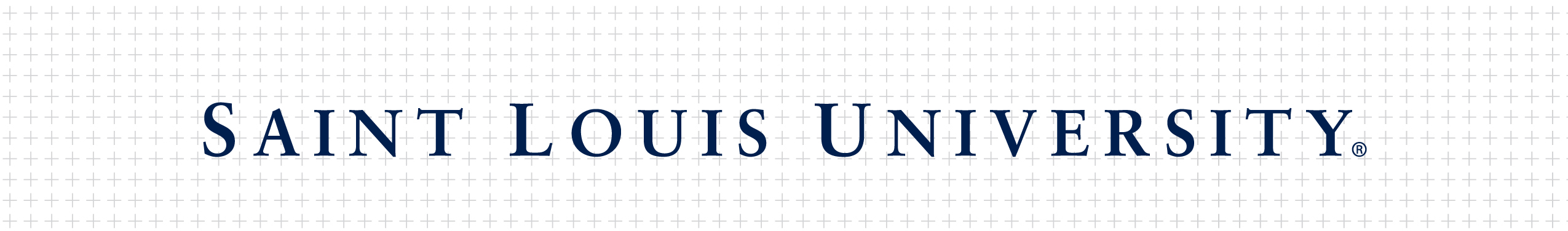
You are allowed to apply for practical training for a maximum of 12 months, minus the number of months, if any, you used for the Pre-Completion Optional Practical Training. If you are authorized for part time pre-completion OPT, only ½ the number of months will be deducted.

Students on OPT are permitted only 90 days of unemployment. Please notify our office as soon as you have found employment, paid or unpaid, so that we can enter your employer’s information in your SEVIS record. After receiving your EAD notify our office of any name change, address change, the name and address of your employer and any discontinuation of your employment.



**How to Complete the Form I-765 for Pre-Completion OPT:**

1. Go to the website: [www.uscis.gov](http://www.uscis.gov)
2. Locate the “Forms” tab on the lift of the bar at the top of the page
3. Click on this tab
4. Find Form I-765, “Application for Employment Authorization.” Click on these words.
5. To read the complete instructions, click on “Download I-765 Instructions”
6. Click on “Download I-765”
7. At the words, “I am applying for”, click on the box marked, “Permission to accept employment”
8. For items 1 through 9, answer the questions with your information.
9. Item 10 is asking for your I-94 card number. You will not have an “A number” unless you have filed for permanent residency.
10. Item 11 asks if you have applied previously for work authorization from immigration. The answer is yes if you have done OPT previously or if you have received off campus employment authorization due to economic hardship. It does not apply to you if you have worked only on campus or if you have had CPT.
11. The questions at the top of the second column apply to item 11. If you answered no to 11 do not answer these questions.
12. Use your I-94 card to answer questions 12, 13, 14 and 15
13. For item 16, fill in the blanks according to the following: ( c ) (3) (A)
14. Ignore item 17.
15. You may save the document to your computer if you wish.
16. DO NOT SUBMIT THE FORM ELECTRONICALLY!
17. Print the page and sign it in blue ink. Bring it to the office with the other items on the checklist.

**Pre Completion Optional Practical Training**

**Application Request Form**

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

Last/Family First/Given

Banner ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OPT Beginning date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major Field of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Local Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reporting Requirement after Receiving the EAD**

According to the rules of the F-1 student visa, an F-1 student authorized for Optional Practical Training is required to report any change of name, change of address, name of employer, address of employer and any disruption of employment.

To comply with the above, I understand that I am required to provide the Office of International Services with the following:

1. A copy of the EAD upon receipt.
2. Any change of name
3. Any change of local address
4. The name and address of my employer
5. Any disruption of employment
6. Any change in my immigration status, including changing to a work visa or returning to my home country.

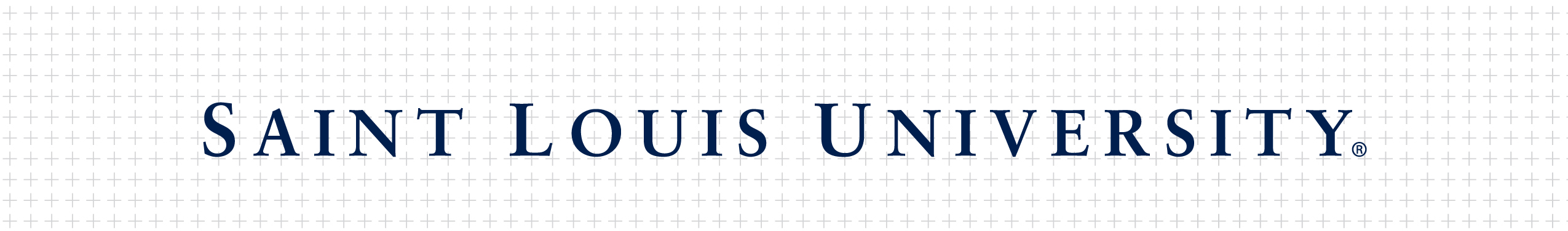
Additionally, while you are on the year of OPT, you must still have the I-20 signed for reentry if you plan on traveling outside the US.

I hereby declare that I understand and agree to the above:

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

Signature Date



**Sample Pre-Completion Optional Practical Training Advisor’s Letter**

(Please print on your department letterhead.)

(This can also be submitted via e-mail.)

To: Office of International Services

Des Peres 102

From: Academic Advisor

Academic Department

This is to recommend that (Student’s Name) be allowed to accept Pre-Completion Optional Practical Training in the area of (Course of Study). (Student’s Name) will graduate on (Date) from Saint Louis University with a (Degree) degree majoring in (Major)

