

Optional Practical Training (OPT) Instructions and Application

For international students with an F1 visa only.

OPT Application Instructions:

1. Review the "Optional Practical Training Information Sheet" on the ISS website (See International Forms Tab).
2. Prepare the OPT application and supporting documentation (See OPT Checklist Below).
3. Make an appointment with ISS to review the application, supporting documents, and to sign a new I-20 indicating OPT Requested.
4. Mail your Application and I-20 to the USCIS (ISS will give you mailing instructions).
5. Wait patiently.
 - The receipt for payment should arrive within 2-4 weeks.
 - The OPT card (also called "EAD" or Employment Authorization Document) normally arrives within 90 days.
6. Once approved by USCIS, you will receive your EAD card. Make a copy of your EAD Card and notify ISS of approval of EAD Card.
7. Begin Employment: You may not begin legal employment until you receive your EAD card with start date.

OPT Checklist: *Complete the following tasks before meeting with an ISS Advisor. ISS will review your documents and issue you two new I-20s with the "OPT Request" after approving.*

OPT Application Form (signed by student and academic advisor)

Form I-765: (Latest form is available on www.uscis.gov)

Special Instructions for completing form I-765: On Form

- Section # 12: Select "yes" only if you previously received an EAD card issued by USCIS (CPT authorizations and on-campus employment not included)
- Section #27: For Post-Completion OPT, use: (C) (3) (B)

USCIS filing fee of \$410. Pay using money order, personal check, or cashier's check payable to the **"U.S. Department of Homeland Security"**

Two passport-size color photographs. Print your name and I-94 number on the back of each in pencil.

Copy of passport bio pages clearly showing ID info, your signature and dates of validity.

Copy of the most recent F-1 visa (or approval notice for change of status to F-1)

Copy of most recent I-94 card

Copy of any I-20s showing full-time CPT approval for current degree.

Copy of any previous OPT/EAD card(s) obtained during your F-1 status

Optional Practical Training (OPT) Application Form

SECTION I: TO BE COMPLETED BY THE STUDENT

Last Name: _____ First Name: _____

Laker ID: _____ Clayton State Email: _____

Personal Email: _____ Degree Level: _____

Major (s): _____

I am applying for the following:

Post-completion OPT (done after graduation: minimum 20hrs / week or more)

Requested Start Date (MM/DD/YYYY): _____

For post-completion OPT, I understand that all requirements for my degree program will be completed by the end of:

	Fall	Spring	Summer	2024	2025	2026		
Have you done <i>full-time</i> CPT authorization at your current degree level?							Yes	No
Have you done <i>full-time</i> CPT authorization at your current degree level?							Yes	No

Student's Signature _____ Date Submitted to ISS (MM/DD/YYYY): _____

SECTION II: TO BE COMPLETED BY ACADEMIC ADVISOR, DEPARTMENT CHAIR OR DEAN

International Students on F-1 visas may apply for a 1-year employment authorization called Optional Practical Training (OPT) through the United States Citizen & Immigration Service. ISS must verify that the student's expected date of graduation for the OPT Application. Please review and sign the below form to support the student's application. Contact ISS at ISS@clayton.edu if you have any questions or concerns.

Advisor/Chair's Name (print): _____

Title/Position: _____

Telephone: _____ Clayton State Email: _____

1. Student's Expected Program Completion Date (last day of final semester) MM/DD/YYYY: _____
2. List any pending requirements for graduation (courses to pass, incompletes, qualifying exams, thesis/dissertation hours, etc.)

3. "I support the above-named student's petition for OPT as a valuable opportunity to seek job training related to his/her major field of study, and I certify to the best of my knowledge that the information above is correct."

Advisor / Chair's Signature: _____ **Date (MM/DD/YYYY):** _____