

Optional Practical Training Information and Forms

This packet contains the forms you need to apply for Optional Practical Training (OPT). To learn more about OPT, please go to the Rockhurst University International website:
<http://www.rockhurst.edu/studentlife/cultural/international/opt.asp>.

Definition

Optional Practical Training (OPT) is a benefit of the F-1 visa. It gives F-1 students an opportunity to work in their major field of study.

Eligibility

To be eligible, an F-1 student must have been in lawful F-1 status for one full academic year prior to applying for OPT. This includes having a valid I-20, a valid passport, and a full-time enrollment (or approved less-than-full-time enrollment).

Timing

Eligible F-1 students may engage in optional practical training for a total of 12 months:

- After completion of a course of study (Undergraduate and Graduate students)
- After completion of all course requirements if engaged in thesis or dissertation research (Graduate students only)
- While school is in session, provided that it does not exceed 20 hours per week in any given week while school is in session (deducted from the 12-month maximum at a proportional rate of 50%)
- During the summer or winter break of the regular academic year

Application Process

There are three steps in the OPT application process:

1. Complete the application
2. Submit the application to the International Student Advisor
3. Mail the application to USCIS

Step 1

Review the Frequently Asked Questions (FAQs) about OPT on the website (address listed above), and then complete the following forms:

- USCIS form I-765 (a sample completed I-765 is attached)
- Academic Advisor's Verification of Completion of Studies

If you have questions about completing your forms, please re-read the Frequently Asked Questions and then contact an International Advisor.

Step 2

After completing the necessary forms, bring the following documents to the International Student Advisor:

- I-765
- Your most recent I-20
- A copy of all of your pre-SEVIS I-20s
- Copy of your I-94 (front and back)
- Copy of your passport photo page, expiration date and visa
- Advisor's verification of completion of studies
- Copy of your previous EAD (work permission card), if applicable
- *Note: Do **not** submit your check or photos to the International Student Advisor.*

After you drop off your application at the International Office, an International Student Advisor will process your application within ten days. When your documents have been signed, the Advisor will leave your documents at the Front Desk for you to pick up.

Step 3

Once you have received your documents back from the International Advisor, you may gather all necessary items and submit your entire application to USCIS. Your application should include:

- **A check or money order for \$340.** If you want to speed up the processing of your application by several days, purchase a money order or cashier's check for the fee. You may purchase either of these in any bank. If you buy a money order, please keep the receipt.
- **2 OPT photos.** See the color photo specification guidelines for more information: http://travel.state.gov/passport/guide/composition/composition_874.html
- **I-765**
- **A copy of all sides of your I-20,** with an endorsement for OPT by the International Advisor made within 30 days. Do not send your original I-20 to the USCIS.
- **A copy of any pre-SEVIS I-20s**
- **A copy of your I-94,** front and back
- **A copy of your passport photo page, passport expiration date page and your visa.** If your passport is extended on another page, include that page as well.
- **A copy of previous EADs,** if applicable.
- *Note: Do **not** submit your check or photos to the International Office.*

Mailing Your Application

Send your completed application to:

United States Citizenship & Immigration Services (USCIS)
Nebraska Service Center
P.O. Box 87765
Lincoln, NE 68501-7765