F-1 students at Jackson College may be eligible to seek authorization for practical training directly related to their major field of study. Request and/or approval for OPT does not guarantee OPT will be granted. **USCIS will approve or deny your OPT**. If approved, they will mail your EAD to you. There is typically a 3 to 5 month average processing time.

Post Completion OPT Procedure:

1. **The student makes a request for OPT to the DSO**
    a. **The student will complete the request and approval form**
    b. **Form is submitted to the dean's office**
2. **If the request is approved: The DSO will update SEVIS with an OPT recommendation**
3. **The DSO prepares a Form I-20 with the OPT recommendation**
4. **The student files a Form I-765 (with fee, signed Form I-20 with OPT recommendation, and any other supporting documents) with USCIS within the OPT filing deadlines.**

OPT Important Information:

1. An F-1 student must have been enrolled for one full academic year to be eligible
2. Employment must be directly related to the student's major area of study
    a. SEVP recommends that students maintain evidence for each job documenting the position held, proof of duration of that position, the job title, contact information for the student's supervisor or manager, and a description of the work
    b. If it is not clear from the job description that the work is related to a student's degree, SEVP recommends that a signed letter be obtained from the students hiring official stating how the work performed is related.
3. F-1 students who engage in an aggregate of 12 months or more of full-time curricular practical training (CPT) at the same educational level become ineligible for optional practical training at that level.
    a. **If you have participated in CPT you should review your eligibility with your DSO**
4. The Form I-765 must be completed by the student and a copy maintained in with the students file.
    a. The Form I-765 can be filed with USCIS up to 90 days before the program end date and up to 60 day after the program end-date.
    b. The Form I-765 must be received by the USCIS no later than 30 days of the date the DSO enters the OPT recommendation.
5. F-1 students are still required to maintain their status and reporting requirements while on OPT

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Post Completion OPT Procedure:

1. Meet with your Student Success Navigator to review that you are completing your program of study. Determine the date that you will complete your program of study. The navigator will print a degree audit and determine your intended program completion date. This meeting should be 1-2 semesters prior to your intended completion.
2. You will determine what job/employment you may be interested in. You will type a description of the employment and how it directly relates to your major of study. If you already have a job offer, include the job offer with the description of the job/employment and the typed letter of how it directly relates to the major of area of study.
3. Submit the typed letter and any job offer to the dean's office for approval.
4. The dean will approve or deny your job description depending on if they determine a direct correlation between the major area of study and job interest.
5. If approved: The international office will review your documents, and then send your OPT recommendation to SEVIS electronically to generate a new I-20. The OPT recommendation will be printed on page 2 of the new I-20. **The program date listed on the I-20 will be determined based on the student success navigator degree audit.**
6. You will be notified when your new I-20 is available for pick up.
7. As soon as you pick up the I-20, sign your name.
8. Make a copy of your complete application.
9. Send your complete application and required documents to USCIS.
10. The USCIS will send you a notice for the receipt of your I-765 EAD (OPT) application.
11. The USCIS will approve or deny your OPT. If approved, they will mail your EAD to you. You will need to bring a copy of the EAD card to the international office.

Student Information:

Last name_____ First name _____ Middle name_____

Student ID #:_____ SEVIS #:_____Date of birth:_____

Email: _____Navigator Name: _____EXT:_____

Program of study: _____Program Completion Date:_____

Job Title/Interest:_____

Description of Employment: The Employment Must Directly Relate to Your Major of Study:

Dean's Review: Approve or Deny (Deans should approve or deny the correlation of the student's job choice to their intended major/program area. Dean approval does not guarantee OPT will be granted. USCIS will approve or deny OPT).

_____ _____

Deans Name Printed **Deans Signature**

_____ _____

Date **Approve/ Deny**

(This form should be returned to the international office once the dean has Approved/Denied the request.)

Notes: