F-1: OPTIONAL PRACTICAL TRAINING (OPT)

Optional Practical Training (OPT) is employment directly related to a student’s field of study and is intended to provide hands-on practical work experience complementary to the academic program. An F-1 student is eligible for a MAXIMUM OF 12 MONTHS. However, if a student begins a new academic program at a higher level (e.g. masters after bachelor’s degree or Ph.D. after masters), the student is eligible for another 12 months of OPT. While on optional practical training, individuals are still considered to be F-1 students at Jackson State University even though they may be working elsewhere in the United States. Therefore, students are required to report within 10-days any changes in name, address, employer’s information and periods of interruption in employment.

**PRE-REQUIREMENTS:**
- Be an F-1 student visa holder who has been enrolled full-time for at least one full academic year prior to submitting an OPT application
- Be maintaining lawful F-1 status
- Intend to obtain employment in a position directly related to your major field of study.
- Have not completed more than 364 days of full-time Curricular Practical Training (CPT).
- Have not utilized an equivalent of 12 months of OPT work authorization in current degree level.
- Have not already completed a degree at this level (e.g., second bachelor's degree) or at a higher level. Are not in an English language training program.

**APPLICATION TIME FRAME:**
- The I-765 and OPT I-20 must be received by USCIS no sooner than 90 days before the program end date and no later than 60 days after the program end date.
- In addition, the Form I-765 and I-20 in support of post-completion OPT must be received by USCIS no later than 30 days after the DSO updates SEVIS with the OPT recommendation.

Program completion is defined as the day that you complete all requirements for your degree. This is normally the graduation day, but in some cases may be earlier if, for example, a graduate student defends his/her thesis/dissertation early in the semester.

**APPLICATION FOR OPTIONAL PRACTICAL TRAINING**
JSU Global assists with processing OPT applications and materials; however actual employment authorization is given by U.S. Citizenship and immigration Services (USCIS). Once all documentation listed below has been gathered, please submit them to JSU Global ISSS office.

JSU Global
1400 John R. Lynch St./PO Box 17103|Jackson, MS 39217|601.979.1611|601.979.227|jsums.edu/global
OPT APPLICATION PROCEDURE

Application needs to be received by the USCIS within 30 days of OPT I-20 issue date.

1. **Complete Form I-765** (attached)
   (Note for Post-Completion OPT ONLY: for question #16, write (c) (3) (b).)

2. **Complete OPT Applicant Contact Sheet** (attached)

3. **Memo from Academic Department** stating students name, degree, major and graduation date (sample attached)

4. **Unofficial academic transcript** of all course work at Jackson State University

5. The following items are required for the submission of your OPT application to USCIS.
   - Two (2) photographs: On the back of each photo, write your full name and I-94 #.
     (sample attached)
   - Passport with biographical page and VISA
   - Copy of Social Security Card (if applicable)
   - Print out your I-94 card.
   - Make a photocopy of ALL previously issued I-20s
   - Photocopy of Change of Status I-797 receipt if you changed status to F-1 inside the
     U.S. (if applicable)
   - Photocopy of previous EAD cards (if applicable)
   - Check or Money Order for $380.00 (effective November 23, 2010) made payable to:
     U.S Department of Homeland Security

An ISSS advisor will review your application packet and issue two new I-20s with the OPT
recommendation (one for your personal record, and one to be signed and mailed with your
application).

Mail all application materials with new signed I-20 with OPT recommendation to
USCIS Dallas Lockbox

For U.S. Postal Service (USPS) Deliveries:

    USCIS  
    PO Box 660867  
    Dallas, TX 75266

For Express mail and courier deliveries:

    USCIS  
    Attn: AOS  
    2501 S. State Hwy. 121 Business  
    Suite 400  
    Lewisville, TX 75067

JSU Global
1400 John R. Lynch St.[PO Box 17103] Jackson, MS 39217 | 601.979.1611 | 601.979.227 | jsums.edu/global
Department of Homeland Security
U.S. Citizenship and Immigration Services

I-765, Application For Employment Authorization

For USCIS Use Only

Fee Stamp

Action Block

Initial Receipt

Resubmitted

Relocated

Received

Seal

Completed

Approved

Denied

Application Approved

□ Authorization/Extension Valid From

□ Authorization/Extension Valid To

Subject to the following conditions:

□ Application Denied - Failed to establish:

□ Eligibility under 8 CFR 274a.12

(a) or (c)

□ Economic necessity under 8 CFR 274a.12(c)(14), (18)

and 8 CFR 214.2(f)

A/

□ Applicant is filing under section 274a.12

I am applying for:

□ Permission to accept employment.

□ Replacement (of lost employment authorization document).

□ Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name

(Family Name) (First Name) (Middle Name)

2. Other Names Used (include Maiden Name)

3. U.S. Mailing Address

(Street Number and Name) (Apt. Number)

(Town or City) (State) (ZIP Code)

4. Country of Citizenship or Nationality

5. Place of Birth

(Town or City) (State/Province) (Country)

6. Date of Birth (mm/dd/yyyy)

7. Gender □ Male □ Female

8. Marital Status

□ Married □ Single □ Divorced □ Widowed

9. Social Security Number (Include all numbers you have ever used, if any)

10. Alien Registration Number (A-Number) or Form I-94 Number (if any)

11. Have you ever before applied for employment authorization from USCIS?

□ Yes (Complete the following questions.)

Which USCIS Office? Dates

Results (Granted or Denied - attach all documentation)

□ No (Proceed to Question 12.)

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)

13. Place of Last Entry into the U.S.

14. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

15. Current Immigration Status (Visitor, Student, etc.)

16. Eligibility Category. Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(ii), etc.

( ) ( ) ( ) ( )

17. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree

Employer's Name as listed in E-Verify

Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

18. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Question 16 above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

Applicant's Signature

Date of Signature (mm/dd/yyyy)

Telephone Number

Signature of Person Preparing Form, If Other Than Applicant

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in Question 16.

Applicant's Signature

Date of Signature (mm/dd/yyyy)

Preparer's Signature

Date of Signature (mm/dd/yyyy)

Printed Name

Address

Form I-765 02/13/15 Y
OPTIONAL PRACTICAL TRAINING (OPT)
Applicant Contact Sheet
TO BE COMPLETED BY THE STUDENT REQUESTING OPT

Full Name

J Number

SEVIS ID

Phone Number

Complete Mailing Address

Email

- I understand I must find employment within ninety (90 days).
- I understand that SEVIS will automatically terminate my record after ninety days.
- I understand that it is my responsibility to update JSU Global ISSS office if any of the above information changes.
- I understand that once approved for OPT I must submit a copy of my Employment Authorization Card to JSU Global for my file.
- I understand that I must report any change of name or address, or interruption of such employment to the DSO for the duration of the authorized training.

Student signature  Date

JSU Global
1400 John R. Lynch St.|PO Box 17103|Jackson, MS 39217|601.979.1611|601.979.227|jsums.edu/global
Sample Memo

To: International Student Advisor
From: Faculty Advisor, Department of Major
Date: ENTER CURRENT DATE
Subject: Graduation International Student/OPT Request

Please accept this memo on behalf of STUDENT NAME (STUDENT J#). STUDENT NAME is expected to complete degree requirements for the DEGREE LEVEL in STUDENT MAJOR no later than EXPECTED GRADUATION DATE.

Should you have further questions regarding this matter, please do not hesitate to contact me at ADVISOR'S PHONE NUMBER.

Thank you,
USCIS Is Making Photos Simpler

Washington, DC — In accordance with language specified in the Border Security Act of 2003, U.S. Citizenship and Immigration Services (USCIS) today announced a change in the photo requirements for all applicants from a three-quarter face position to a standard, full frontal face position to take effect August 2, 2004.

USCIS will accept both three-quarter and full color frontal photographs until September 1, 2004 after which only full frontal color will be accepted.

The application process of customers who have already submitted materials that include color photos with the three-quarter standard will not be affected by this change.

All photos must be of just the person. Where more than one photo is required, all photos of the person must be identical. All photos must meet the specifications for full frontal/passport photos and must not be more than 30 days old when an application is filed.

For more information on photo standards visit the Department of State website at http://www.travel.state.gov/passport/ptphotos/index.html or contact the USCIS National Customer Service Center at 1 800 375 5283.

List of forms that require photos is on the back.