

# 2019-2020 OPT Information

Expected Graduation	First day to apply for post-completion OPT	Last day to apply for post-completion OPT/last employment start date
December 2019	September 16	February 11
May 2020	February 10	July 9

## STUDENT:

NAME

REQUESTED START DATE OF OPT

PROGRAM END DATE ON CURRENT I20

## APPLICATION PROCESS

STUDENT TO GATHER THE FOLLOWING DOCUMENTS:

- Copy of New I-20 when it is processed
- 2 Passport size photos with name written in pencil on the back
- I-765 Fee (US Check or Money Order payable to "US Department of Homeland Security")
- I-765 Form filled out or completed in black ink <http://www.uscis.gov/i-765>
  - Mark item 27 for Pre-Completion OPT as (c)(3)(A)
  - Mark item 27 for Post-Completion OPT as (c)(3)(B)
  - Mark item 27 for STEM Extension as (c)(3)(C)
  - Mark item 27 for ECONOMIC HARDSHIP APPLICATION (c)(3)(iii)
  - Be sure to sign the application in Black Ink
- Copy of all EAD Cards issued
- Copy of Passport photo page, if you have more than one passport include copy of both
- Copy of Visa
- I-94 most recent port of entry <http://www.cbp.gov/i94>
- G1145 form (for e-notification by USCIS of application)
- Letter from Academic Advisor. Be sure it contains
  - Your Current Academic Status
  - Your Expected Degree (example BSBA Business Administration)
  - Expected Date of Graduation or Completion of Studies
  - Advisor name, department, phone, email in the signature line
  - Letter should be printed on KU Letterhead and signed in ink by Advisor

- 1) Student gathers the documents and International Office will scan them. Student retains originals.
- 2) If eligible, the DSO submits an OPT recommendation in SEVIS.
- 3) DSO Prints I-20. Student retains I-20 with Original Signatures. Student Sends Copy with OPT Packet.
- 4) Student Mails OPT Packet. a Form I-765 (with \$410 fee)  
 (U.S. check or money order payable to **US Department of Homeland Security** – write it out!)  
 with supporting documents with a USCIS Service Center within **30 days of the OPT I-20 issue date**.  
 See Mailing Instructions Page

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## FAST FACTS ABOUT OPT

1. A total of 12 months of OPT permitted at each educational level.
2. No job offer is necessary to apply for OPT.
3. You cannot begin employment until the start date indicated on the Employment Authorization Document (EAD) issued by USCIS.
4. You may not request a start date that is more than 60 days after the end date of your program.
5. The start date of the EAD will be either the start date requested when the application is filed, or the date USCIS approves the application for work authorization, whichever occurs later.
6. Employment must be directly related to your area of study.
7. You are limited to 90 days of unemployment during your post-completion OPT.
8. Reporting requirements while on post-completion OPT:  
Students update the SEVP Portal and email the following to [International@kutztown.edu](mailto:International@kutztown.edu)
  - Employer Information
  - Personal information: change of name or address
  - Interruption of employment
9. Travelling is not recommended while your application for OPT is pending.
10. If your OPT has been approved and you depart before you get a job, your OPT ends and you cannot reenter unless you have a written job offer. If you have a job, you may travel and reenter to resume work at the same job or you have a written offer for another job.
11. To reenter you will need:
  - Valid passport
  - Valid F-1 visa
  - I-20 signed by DSO within preceding 6 months
  - EAD
  - A letter from your employer
12. There is a 60-day grace period to depart the U.S.  
or transfer to another college/university after expiration of EAD.

# **2019-2020 OPT Information**

## **Where to mail your OPT Application Packet**

### **USCIS Dallas Lockbox Addresses**

#### **For U.S. Postal Service (USPS):**

USCIS  
P.O. Box 660867  
Dallas, TX 75266

#### **For FedEx, UPS, and DHL deliveries:**

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

**We do not recommend using Business Link in town to mail your documents. They have recently mishandled a student's OPT application, causing the student to lose OPT eligibility.**

Please purchase your shipping at <https://www.kutztown.edu/expressdocumentsshipping>.

If you ship your packet yourself, be sure to get a TRACKING NUMBER from the US Post Office.