

# 2022-2023 OPT Request Form

Expected Graduation	First day to apply for post-completion OPT	Last day to apply for post-completion OPT/last employment start date
December 2022	September 18	February 15
May 2023	February 12	July 12

STUDENT NAME:	
Pre- or Post-Completion OPT?	
Requested Start Date of OPT	
Requested End Date of OPT	
Seeking full-time or part-time OPT?	

STUDENT APPLICATION PROCESS
<ol style="list-style-type: none"> <li>1. Review the OPT Filing Instructions document to understand your filing options and required documents.</li> <li>2. Gather all documents, make copies or scans, and retain originals.</li> <li>3. Inform DSO through email that you have all documents and submit the above information.</li> <li>4. If eligible, a DSO submits an OPT recommendation in SEVIS and prints a new OPT I-20. <b>DO NOT SUBMIT the I-765 UNTIL AFTER DSO ISSUES THE OPT I-20</b></li> <li>5. File your application either online or by mail. USCIS must receive your completed application within 30 days of the I-20 issuance date.</li> </ol>

Additional Information		
Always check <a href="http://www.uscis.gov/i-765">www.uscis.gov/i-765</a> for the most up-to-date information before submitting your application		
<p><u>Using U.S. Postal Service (USPS):</u></p> <p>Attn: I-765 C03 P.O. Box 805373 Chicago, IL 60680-5374</p> <p><u>Using FedEx, UPS, and DHL:</u></p> <p>USCIS Attn: I-765 C03 (Box 805373) 131 South Dearborn - 3rd Floor Chicago, IL 60603-5517</p>	<p>You have the option of using <b>eShip Global</b> at a lower rate. Go to <a href="http://study.eshipglobal.com">study.eshipglobal.com</a> to create an account.</p> <p>Or you may mail it independently (make sure to get a tracking number).</p>	<p><b>Application Fee</b></p> <p>\$410 in the form of a credit card, personal check, bank check or money order made out to U.S. Department of Homeland Security.</p>

## FAST FACTS ABOUT OPT

A total of 12 months of OPT permitted at each educational level.

Employment must be directly related to your area of study.

### Eligibility Requirements

- Lawfully enrolled on a full-time basis for at least nine months by the time OPT will begin
- Does not have 12 months total of full-time CPT
- Has not used all 12 months of OPT for the current educational level

### Employment Requirements

- **Start Date:** You can begin OPT employment on or after the start date indicated on the Employment Authorization Document (EAD) issued by USCIS. Work cannot begin before the approved start date printed on the EAD card.
- **Pre-Completion OPT:** You may work up to 20 hours during the academic year or full-time during breaks
- **Post-Completion OPT:**
  - Required to work a minimum of 20 hours per week
  - Maximum of 90 days unemployment permitted

### Reporting requirements while on post-completion OPT

Students must update the SEVP Portal and/or email the following to [international@kutztown.edu](mailto:international@kutztown.edu)

- Employer Information
- Personal information: change of name or address

### Travel and OPT

Travelling is not recommended while your application for OPT is pending.

If your OPT has been approved, and you have received your EAD card, you should be able to travel outside the U.S. and reenter. Reentry is always up to the discretion of the CBP officers. 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

There is a 60-day grace period to depart the U.S. or transfer to another college/university after expiration of EAD for post-completion OPT.