

# OPT APPLICATION PACKET

INTERNATIONAL  
ADMISSIONS & SERVICES  
The University of Findlay  
1000 N. Main Street  
Findlay, OH 45840

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## Special Note Regarding Picking Up Your Finished Application

Students must pick up their completed OPT application packet in person in our office when it is finished. **We no longer allow friends or family members to pick up the finished packet and we will no longer mail them to students.** You must plan ahead and be prepared to be here to pick them up. The application packets will be ready for pick up one week after the OPT Application Session. There are no exceptions.

As a University of Findlay student, the expectation has always been that you would be here when requested or needed to meet with faculty/staff, do required paperwork, etc; regardless of where you are living in the United States.

# How to Apply for OPT

## Please read this page carefully!

1. Sign up for an OPT Application Session. See the International Admissions and Services Office for dates and sign up sheet.
2. Complete all information in the OPT Application Packet before attending the session.
3. After the session, the OPT paperwork will be processed and should be available for pick up in one week of the session. The OPT packet must be picked up in person by the applicant. OPT packets will not be mailed nor can another student or family member pick up the packet for the applicant.
4. The student is responsible to send the application to the appropriate USCIS Service Center. The packet sent should contain 1) original I-765, 2) copy of the new I-20 with the recommendation for OPT on page 3 (do not send the original), 3) copy of all previous I-20's, 4) photographs, 5) application fee, 6) copy of the passport, 7) copy of the visa, 8) copy of the I-94 (front and back).
5. The student may not engage in any employment until authorized by USCIS. This authorization is the Employment Authorization Document (EAD Card) that you will receive.

## Special Notes

1. You will be turned away from the OPT Session and will need to attend the next session if:
  - a. you do not have the entire OPT Application Packet completed and all documents ready
  - b. you arrive late. Once the doors close, you will not be permitted to enter.
2. We will not do individual meetings to sign up for OPT. You must attend a session. No exceptions will be made.
3. Do not staple your documents together. Please remove all staples.
4. Please make all copies on 8 ½ X 11 paper only.
5. If using a personal check, do not correct the address on the check. The USCIS will not accept a check if you write in the address in the upper left hand corner.
6. If using a money order, fill out the front of the money order by making it payable to "The Department of Homeland Security", and fill in your address and name.

*I hereby state I have read and understand what is required for the session.*

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Printed Name

Signature

Date

## Eligibility

Students who have maintained F-1 status for at least 1 year and have completed their program are eligible for authorization for up to 12 months of Optional Practical Training (OPT) in their major field of study. Students enrolled in Intensive English Language Program are not eligible. A student is eligible for only 12 months of OPT for each level they have completed. (i.e., one year for Undergraduate, one year for Masters and one year for a Doctorate program) Students in qualified STEM programs can file a 17 month extension in addition to the 12 months of OPT. If you have already completed OPT for your current level of study, you are not eligible for another year of OPT at the same level.

- I am Eligible to apply for OPT. *(please check if you are eligible for OPT)*

## What to Bring to the OPT Session Checklist

**Bring the following to the OPT session and have them ready at the session check in.**

- I-20 - a copy of all University of Findlay previous I-20's
- I-94 - copy of front and back
- Valid Passport - copy of biographical data including date of expiration
- Visa - copy of visa stamp
- 2 passport-type photographs (pictures must be 2 X 2 and good quality or the app. may be denied. Write your name and I-94 number on the back of each photo IN PENCIL ONLY)
- \$380.00 USD - Money order or check made out to "The Department of Homeland Security"
- OPT Application Checklist form (this form)
- Academic Advisor Recommendation Form (to be completed by academic advisor)
- I-765 Form (we will provide this at the OPT Application Session)
- Beginning and Ending Dates (will be completed in OPT Application Session)

*I hereby state I have read these procedures regarding Optional Practical Training and that I understand them.*

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Printed Name

Signature

Date

## Academic Advisor Expected Date of Completion Form

Student Name (please print)

First \_\_\_\_\_ Middle: \_\_\_\_\_

Last \_\_\_\_\_ UF ID: \_\_\_\_\_

Major Field of Study: \_\_\_\_\_

Dear Academic Advisor,

This student is applying for Optional Practical Training, which allows him/her to work for 12 months in an internship after the completion of their studies. We are asking that in your best determination of the student making normal progress, in what quarter/semester will this student fully complete the requirements for your program?

*(This is not a legal document and in no way is the advisor held responsible for a student not completing on time. The advisor is not approving the OPT but simply indicating when the student may be finished with their program.)*

Expected Term to Complete Studies (circle one): FA SP1 SP2 SUM Year \_\_\_\_\_

Name of Academic Advisor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### OPT Dates of Employment

\*To be completed in the OPT Application Session

SEVIS I-20 I.D. Number N000 \_\_\_\_\_

(found in upper right hand corner of I-20)

My official program completion date is: \_\_\_\_\_

Beginning Date of OPT: (within 60 days of program completion) \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_  
month day year

Ending Date of OPT: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_  
month day year

*The beginning and ending dates are your 12 months of OPT work authorization. These are the dates that will be put onto your EAD card. They CAN NOT be changed. These dates do not reflect your two months of grace period.*

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Printed Name

Signature

Date

## **OPT Application Session Dates**

All OPT Application Sessions are located in the Endly Room in the AMU unless otherwise notified.

All sessions begin promptly at 9:30 a.m. Please have all your documents ready for the session.

**IMPORTANT:** Due to the number of rejected applications, we will no longer allow a friend or family member to pick up your application and we will no longer mail your application to you when it's ready. **YOU MUST BE PREPARED TO PICK UP YOUR APPLICATION IN PERSON ONE WEEK AFTER THE APPLICATION SESSION. NO EXCEPTIONS.**

### **2012**

Jan. 10

Feb. 7

March 13

April 3

May 1

June 5

July 3

Aug. 7

Sept. 4

Oct. 2

Nov. 6

Dec. 4.

## 7 Steps to Successful Passport Photos (you will need 2 photo's)

1. Frame subject with full face, front view, eyes open (2 inches X 2 inches)
2. Make sure photo presents full head from top of hair to bottom of chin; height of head should
3. measure 1 inch to 1-3/8 inches (25 mm to 35 mm)
4. Center head within frame (see Figure 2 below)
5. Make sure eye height is between 1-1/8 inches to 1-3/8 inches (28 mm and 35 mm) from bottom of photo
6. Photograph subject against a plain white or off-white background
7. Position subject and lighting so that there are no distracting shadows on the face or background
8. Encourage subject to have a natural expression

## IMPOTANT INFORMATION

**Failure to follow these guidelines will cause your OPT to be rejected.**

- PLEASE PRINT YOUR FULL NAME AND I-94 NUMBER ON THE BACK OF EACH PHOTO IN PENCIL OR USING A BLACK "FELT TIP" PEN. DO NOT USE A BALL POINT PEN.
- YOUR PICTURE MUST HAVE A WHITE BACKGROUND. NO RED OR BLUE BACKGROUNDS WILL BE ACCEPTED
- YOU CAN NOT USE THE SAME PASSPORT PHOTO THAT YOU USED IN YOUR VISA AND/OR PASSPORT. IT MUST BE A NEW PHOTO TAKEN WITHIN THE LAST 30 DAYS

Figure 2. Head Position & Placement

