OPTIONAL PRACTICAL TRAINING FOR F-1 STUDENTS

Application Instructions
Optional Practical Training (OPT) allows students in F-1 status to gain practical experience and training in a field directly related to the major area of study before or after completion of program. Students are eligible to apply for OPT after one academic year in F-1 status. Students are allowed a maximum total of 12 months of OPT, which may be completed all at once, or at several different intervals (e.g., three months each summer). The initial 12 month OPT limit may be extended by 17 months, for a total of 29 months, for certain STEM (Science, Technology, Engineering, Mathematics) degree holders (only if the employer is registered with the E-Verify system). Students are eligible to do one year of OPT at each level of study – one year for a Bachelor’s degree, one year for a Master’s degree and one year for a Ph.D. Employment authorization is given in the form of a small, plastic card called an Employment Authorization Document or EAD. This card will show your photo and signature, and the type of employment authorization. It will also specify the dates students are eligible for employment.

Eligibility Requirements
- To be eligible for the Optional Practical Training (OPT) option, you must have been enrolled as a full-time student at least for one academic year and in F-1 status at the time of application.
- The employment must be directly related to your major field of study.

Pre-Completion OPT
Students may only work up to 20 hours per week while school is in session if OPT is authorized before completion of program. There is no specified limit to the number of hours students may work during vacation periods or after completion of program. Part-time OPT is defined as 20 hours or less per week and counts ½ the time of full-time OPT (i.e., 4 months of part-time OPT = 2 months of full-time OPT). Full-time OPT is defined as more than 20 hours per week. Doctoral students who have been advanced to candidacy may use full-time OPT during their dissertation research period while continuing full time registration. Students must confirm advancement to candidacy before applying for full time pre-completion OPT. Students who choose to break up their OPT into more than one period of pre-completion work authorization or to split their OPT period between pre- and post-completion OPT must file separate applications for each period of OPT.

Form I-765, question 16: (C) (3) (a)

Post-Completion OPT
Students planning to use Optional Practical Training (OPT) after completion of program may apply to United States Citizenship and Immigration Services (USCIS) for OPT up to 90 days before completion of program but no later than 60 days after completion of studies. Once OPT is recommended in SEVIS by an International Student Adviser, the student must file Form I-765 with USCIS within 30 days of issuance of Form I-20 recommending OPT. For undergraduate and masters students, the completion date is the date all requirements for the degree are met. For doctoral students,
Graduate Studies considers your completion date to be the end of the semester in which your dissertation is received by Graduate Studies. F-1 regulations do not allow students to postpone completion of program for any reason except unfinished academic requirements for the degree. Post-completion OPT is always defined as full-time (more than 20 hours per week) with the expectation that you will be engaged in full time employment, or seeking full time employment. Please consult the International Student Adviser immediately once you realize you will not complete your program by the end date posted on your Form I-20. Please note that the Form I-20 cannot be extended once the program end dated has passed.

Form I-765, question 16: (C) (3) (b)

24 Month STEM Extension
Students majoring in certain fields may be eligible to extend their OPT for an additional 24 months, for a grand total of 29 months. These fields are referred to as STEM majors (Sciences, Technology, Engineering and Mathematics). The USCIS has published a list of STEM majors and their corresponding CIP codes. If you question whether or not your major is on this list, the ISSS can help you find out. In addition to being in a major that is on the USCIS STEM list, the employer must also be registered with the E-Verify system for students to qualify for the STEM extension. Students who choose to use the 24 month STEM extension will apply for the initial 12 months of OPT first, and then apply again for the STEM extension before that first 12 months is over (usually after about the first 9 months of OPT). While the regular 12 months of OPT is available to students at each level of study, please be aware that the STEM extension can be used only once by students throughout their academic careers.

Form I-765, question 16: (C) (3) (c)

Form I-765, Question 17: Degree earned, Employer’s name and E-Verify number (get from Human Resources)

Limited Periods of Unemployment to Maintain Status
During the 12 month post-completion OPT, F-1 status is dependent upon employment. Students may not accumulate a total of more than 90 days of unemployment during any period of authorized post-completion OPT. A student’s I-20 will be automatically terminated by SEVIS if more than 90 consecutive days of unemployment are accrued. Please consult the International Student Adviser if you have questions about the unemployment limit. Please note that if the 90-day unemployment limit is reached, a student is then considered out of status. A student’s I-20 can be terminated and no additional 60-day grace period is allowed at that time. However, if a student is unemployed for 90 days and is working for the remaining 9 months, the 60 day grace period still applies. Volunteer work does count as employment under OPT, but it should be at least 20 hours per week and still be related to a student’s major.

Travel while on OPT
Travel while on OPT is a complicated issue. In most cases, re-entry to the U.S. will not be possible once students complete their program unless they have received their EAD card and have a valid offer of employment letter in their possession. Travel outside of the United States while an application is pending with USCIS is strongly discouraged. Once you have completed your studies, you need documentation showing continuing status in order to reenter the U.S. For F-1 students on OPT, the proof that USCIS has granted you continuing status is the EAD card. Consult with the International Student Adviser before making any international travel plans.

Grace period
Following the completion of OPT students have 60 days to depart the U.S., enroll in a new academic program or change to another non-immigrant status.
**Health Insurance While on OPT**
You must have health insurance while you are on OPT. If you are not working or work for an employer that does not offer health insurance, you may purchase insurance through ISSS (the HTH Student Insurance) at monthly intervals. If you are currently enrolled in the HTH international student health insurance, you must renew your policy with ISSS no more than 30 days after the completion of your program. If you are currently enrolled in NYSHIP insurance as a graduate/teaching/research assistant, but want to switch to HTH after the completion of your program, you must do so before the program completion date.

**H-1B Cap-Gap Extension**
Duration of status and work authorization will be “automatically extended” for students on OPT who have a timely filed H-1B petition requesting an employment start date of October 1 of the following fiscal year. Although this extension is meant to be automatic, a request must be made in SEVIS. Please schedule an appointment to speak with the International Student Adviser to request a new Form I-20 before your EAD expires in order to take advantage of this cap gap extension. The extension of duration of status and work authorization would automatically terminate upon the rejection, denial, or revocation of the H-1B petition filed on the student’s behalf. An application is filed with USCIS when your application has been received in by USCIS and your check cashed. The only proof students will receive that they have received the Cap-Gap extension is a new I-20 from ISSS showing the new end date of OPT. ISSS does not automatically know if students receive the Cap-Gap extension, so you will need to request a new I-20 from us.

**Reporting Requirements while on OPT**
While authorized for OPT you are still an F-1 student under the University at Albany’s sponsorship. **Make sure that ISSS has the e-mail address you read regularly and that you respond to ISSS emails.** We will contact you by email in the event of regulatory changes and if you have not updated your information with our office.

1) Provide International Student & Scholar Services with a photocopy of your Employment Authorization Document, or EAD card (front and back).

2) When applying for OPT, keep in mind that you must receive authorization from USCIS and have an Employment Authorization Document (EAD) in your hands before you begin employment. This may take 2-4 months or longer.

3) Update your U.S. Address in your MyUAlbany demographics. Kindly keep your address and other contact information up to date with MyUAlbany.

4) You must report the name and address of your employer to ISSS. Please see the OPT Data Form on our website at www.albany.edu/isss under “Forms”. You also must report your start date and end date, and explain how the job relates to your program of study.

5) You are required to report change of employment to ISSS within 10 days.

6) You are required to report the interruption of your employment to ISSS within 10 days of your termination.

7) You must complete a Departure Form when you end OPT and plan to depart the United States. Please see the Departure Form on our website at www.albany.edu/isss under “Forms”.

8) You must report changes in your name to ISSS within 10 days of the name change.

9) You must report any changes in immigration status (such as getting an H-1B) to ISSS.
OPTIONAL PRACTICAL TRAINING APPLICATION PROCESS:

Part 1 – Applying for new I-20 Form for OPT

Submit the following documents to International Student & Scholar Services (allow at least one week for processing):

1. Completed application form (attached). This form should be filled out by you and your Academic Adviser. The form must be completed before the adviser signs it. If applying for post-completion OPT, application must be submitted to ISSS as early as possible but normally no later than 4 weeks before the end of the term or within 30 days after completion of studies.
2. Completed I-765 form.
4. Employment offer letter (if any).
5. Photocopy of current Form I-94 Form (both sides of card version) or electronic I-94 - https://i94.cbp.dhs.gov/
6. Photocopy of identity pages in passport, including expiration date and most recent F-1 visa stamp.
7. Photocopies of all previous I-20s.

Part 2 – Applying for EAD card

You must mail the following documents to USCIS within 30 days of the issue date of Form I-20 recommending you for OPT. Processing with USCIS takes 2-4 months. You CANNOT begin OPT without the EAD card:

1. A money order, certified check or personal check for the amount of $380, payable to Department of Homeland Security.
2. Cover letter addressed to the Dallas Lockbox USCIS processing center.
3. Completed Original Form I-765.
4. Photocopy of the new Form I-20 issued for OPT (do not send the original).
5. Photocopies of all Form I-20 ever received (older version – pages 1 and 3, newer version – pages 1 and 2).
6. Photocopy of current Form I-94 Form (both sides of card version) or electronic I-94 - https://i94.cbp.dhs.gov/
8. Photocopy of most recent U.S. Visa.
9. Two identical passport photographs – see attached information and go to https://travel.state.gov/content/passports/en/passports/photos/photos.html
11. Form G-1145 E-Notification of Application/Petition Acceptance (optional).

Note: Optional Practical Training MUST be related directly to your major field of study and commensurate with your level of education. YOU MAY NOT BEGIN EMPLOYMENT UNTIL YOU RECEIVE THE EAD FROM USCIS. While engaged in OPT, students are under the University at Albany’s F-1 program. Change of local address must be reported to ISSS within 10 days so we can update SEVIS. You must report any interruptions of employment to ISSS.

Send your completed application by Certified Mail, Return Receipt Requested or express mail with proof of delivery to:

For US Postal Service deliveries: For Express mail and courier service deliveries:
USCIS USCIS
PO Box 660867 Attn: AOS
Dallas, TX 75266 2501 S. State Hwy. 121, Business
MAKE COPIES OF EVERYTHING YOU SEND
Suite 400
Lewisville, TX 75067

FEDERAL MAIL IS NOT FORWARDED. If the address given on Form I-765 is not valid your EAD will be sent back to immigration by the post office.
Passport Photograph Information

When obtaining pictures to send in to USCIS along with your OPT application please look at https://travel.state.gov/content/passports/en/passports/photos/photos.html for more information. The following information can be used to assist you.

Your passport photo must be:
- In color
- Printed on matte or glossy photo quality paper
- 2 x 2 inches (51 x 51 mm) in size
- Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head. View the Photo Composition Template for more size requirement details.
- Taken within the last 6 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- Taken with a neutral facial expression (preferred) or a natural smile, and with both eyes open

Photo Composition
- Make sure the photo presents the full head from the top of the hair to the bottom of the chin
- Center the head with the frame
- The person in the photo should have a neutral expression and be facing the camera

Paper Photo Head Size Template

Well Composed Photo Composition Examples
One of these boxes must be checked, or USCIS will not process the application.

**Check—“Permission to accept employment” if you have never applied for an EAD card before.**

**Check—“Renewal” if you have applied for an EAD card in the past.**

Your EAD card will be mailed to this address. You may put the ISSS office address if you are unsure where you will be living.

**ISSS address:**
- **First Line**—ISSS, SL G-40, 1400 Washington Ave
- **Second Line**—Albany, NY 12222

Print your recent I-94 at [https://i94.cbp.dhs.gov/](https://i94.cbp.dhs.gov/)

Answer YES if you have applied for an EAD card before.

This is where you last entered the USA and received an entry stamp.

If you entered the USA in another status (e.g. F-2, J-1) then put that status here.

Make sure you sign and date the form. Include your phone number.

(c) (3) (A) - Pre-Completion OPT
(c) (3) (B) - Post-Completion OPT
(c) (3) (C) - OPT STEM Extension

Complete section 17 if you are applying for a STEM Extension.

“Degree” should be:
- Bachelor’s
- Master’s
- Doctorate

Check that the date of the form has not expired.
Dear Officer:

Enclosed please find the following items related to my request for Optional Practical Training:

1. Check for the amount of $380.00, payable to Department of Homeland Security
2. Completed Original Form I-765;
3. Photocopy of Form I-20 issued for OPT;
4. Photocopies of all Forms I-20 ever issued to me;
5. Photocopy of current Form I-94 Form (both sides of card version) or electronic I-94;
6. Photocopy of identity page of passport;
7. Photocopy of most recent US visa stamp;
8. 2 passport photos, cut with white background with name and I-94 written on the back;
9. Form G-1145 E-Notification of Application/Petition Acceptance (optional)
10. Other evidence: ____________________________________________________

Please feel free to contact me if further information is needed.

Sincerely,

__________________________  _________________________
Signature                     Date

__________________________  _________________________
Name Printed                  SEVIS ID Number
OPTIONAL PRACTICAL TRAINING I-20 REQUEST FORM
(ISSS Application form)

Name: _____________________________ SUNY ID: _____________________________

Academic Major: __________________ Degree Level: (circle one) Bachelor’s, Master’s, PhD

I-20 End Date: ____________________ (mm/dd/yy) SEVIS ID: __________________________

Telephone Number: __________________ E-mail Address: ____________________________

I have attended an Off-Campus Employment Workshop. [ ] Yes [ ] No If yes, when ___/___/___
I have watched the on-line OPT tutorial at www.albany.edu/isss. [ ] Yes [ ] No

Employer’s Name and Address for OPT (if any): __________________________________________

Start Date Requested for OPT (consult ISSS if necessary): ____________________________

I have done OPT previously. [ ] Yes [ ] No If yes, at what level of study? ________________

I verify that my SEVIS USA Address in My UAlbany is correct [ ] Yes ______ (please initial)

I take full responsibility for reading/understanding the information presented in the OPT packet, the
workshop and/or the online tutorial. [ ] Yes ______ (please initial)

Student’s Signature _____________________________ Date ____________________________

TO BE COMPLETED BY THE STUDENT’S ACADEMIC ADVISOR

The signature of the academic advisor indicates a verification of the student’s level and field of study
and, especially, the expected completion date of studies.

Degree expected: [ ] Bachelor [ ] Master’s [ ] PhD [ ] Other ____________________________

Expected Completion Date (MM/DD/YY): ____________________________
This date was determined as follows (check one)
[ ] Anticipated Graduation (must be registered in that semester)
[ ] Dissertation Defense & Submission (for Doctoral students)
[ ] Other - please explain: ____________________________

Is the student in good academic standing? [ ] Yes [ ] No

Do you, the academic advisor, recommend that Optional Practical Training be given to enhance the
student’s understanding of his/her field of study? [ ] Yes [ ] No

I certify that the above information is correct and satisfies the information required by International
Student and Scholar Services to recommend Optional Practical Training for this student.

Name and Title of Advisor: _____________________________

Signature of Advisor: _____________________________ Date: __________________________

Phone Number: _____________________________ E-mail Address: _____________________________

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