ARKANSAS STATE
UNIVERSITY
Office of International Student Services
PO Box 2230, State University AR 72467

Phone: 870-972-2329

www.astate.edu/international

Post Completion OPT Checklist

OPT Timeline: Review the rules and regulations about when to start OPT on the A-State International Programs website

    A. Program completion date_____

    B. 60 days after program completion date_____

    I would like to request my OPT begin on_____

    *OPT may start any time between the dates indicated in line A and line B. The start date may not be earlier than line A and not later than line B.

Completed

Read all rules and regulations on the ASU International Programs website   D

Sign and date Acknowledgment of OPT Rules from   D

Complete the ASU OPT Request Form   D

Complete Form 1-765 (www.uscis.gov, click on "Forms")   D

Complete Form G-1145 (www.uscis.gov, click on "Forms")   D

Complete the OPT Quiz   D

Obtain 2 passport style photos and write name on back with pencil. Passport photos have been taken in the past 30 days.   D

Write check or money order to Department of Homeland Security in the amount of $410   D

Make copies of all immigration documents {1-94, visa, passport, two previous l-20's)   D

Email Student Immigration Specialist to make an appointment   D

Appointment date and time_____

Updated 1/3/2017

ARKANSAS STATE
UNIVERSITY

Office of International Student Services

Request for Optional Practical Training Recommendation Form

Optional Practical Training (OPT) for F-1 students is intended to provide hands-on practical work experience complimentary to the academic program. An F-1student (excluding ESL) is eligible for a maximum of 12 months of OPT. This benefit is available to students who have been lawfully enrolled on a full-time basis for one academic year. The practical training sought by the student must be directly related to his or her current field of study and commensurate with his or her current education level.

Name_____   A-State ID #_____

Current address_____

Phone number_____

Level of study   D Bachelor's   D Master's   D Doctorate

Major as indicated on 1-20 ––––––––––––––––––––

Expected Date of Graduation (completion of course of study)_____

Applying for:

D Pre-completion OPT   D STEM Extension
D Post-completion OPT   D Cap Gap Extension

Are you Required to do Thesis or Dissertation Work (for relevant majors),_____

Proposed OPT Start Date_____ End Date_____Full Time/Part Time_____
*See checklist on how to calculate start date

List all periods of previously authorized employment for practicaltraining (if applicable)

Curricular PracticalTraining	Optional PracticalTraining
Example: Full Time,Jan/1/2009-Jan/1/2010	Example: Part Time, Jan/1/2008-May/1/2008
_____	_____
_____	_____
_____	_____

Signature of Student_____   Date_____

IInrl;: tPrl4/'l/J01n

ARKANSAS STATE
UNIVERSITY
Office of International Student Services
PO Box 2230, State University AR 72467
Phone: 870-972-2329
www.astate.edu/international

Post Completion OPT Rules and Re2ulations

1. Who is eligible to apply for post completion (standard) OPT?
   -F-1student who has been enrolled in a bachelor's, masters or doctoral program for at least 1 academic year.
   -Students engaged in full time Curricular Practical Training (CPT) for one year are not eligible for OPT.
   -English as Second Language students are not eligible to apply for OPT.
   -Students are eligible to split OPT between two consecutive degree levels as long as they have not applied and been approved for all their OPT on the first degree level. Students who move to a higher educational level forfeit the OPT at the previous level.

2. When should I apply?
   Students may apply no earlier than 90 days before the program completion date. The Student Immigration Specialist will set the program completion date as the graduation date. Students' OPT application must be received by USCIS (U.S. Citizenship and Immigration Services) no later than 60 days after the program completion date. Students should keep in mind that USCIS can take 90-120 days or longer to approve work authorization.

3. How do I apply for OPT?
   Students should complete the OPT checklist located on the A-State International Student Services website. Once all steps are completed the student should make an appointment with the Student Immigration Specialist to request OPT. All documents should be brought to the meeting. Incomplete application or missing documents will require the student to reschedule the meeting until they have completed application packet.

4. What is my "program completion date"?
   A student is considered "finished" by immigration regulations when they have finished all coursework necessary for program completion (excluding thesis, dissertation or

equivalent). The DSO usually sets the program completion date as the day or graduation. Students are considered finished whether or not they walk at the graduation ceremony.

5. What if I still have to do thesis or take my comprehensive exam?
Students who have completed all coursework necessary for graduation (including internships) but are required to do thesis, dissertations hours or equivalent (such as a comprehensive exam) may choose to apply for pre-completion or post-completion OPT.

A. Pre-Completion OPT:
  - Students must still be registered in full time hours according to their status (registering for or dissertation hours)
  - Students will follow the same procedures to apply for OPT through USCIS

Advantages of doing OPT as Pre-Completion:
  - Unemployment is not counted towards the 90 days of unemployment requirement
  - Students have the flexibility to change their program end date as they define thesis.
  - Students are allowed to work full time.

Disadvantages of doing OPT as Pre-completion
  - Students are not eligible for the 24 month STEM Extension
  - Students are not Eligible for the cap-gap extension
  - When students complete their thesis or dissertation work, they will have to apply again for post-completion OPT. This can cause a gap in work between pre·completion OPT and post completion OPT.

B. Post-completion OPT
  - Students who choose this option should confer with their academic advisor to understand if they will be conferred a degree if their thesis or dissertation has not been completed. By not being conferred a degree, students may have difficulty finding jobs.

Advantages of doing OPT as post completion
  - Students can work full time
  - Students can apply for STEM Extension
  - Students are eligible for the cap-gap extension

Disadvantages of doing OPT as post completion
  - Unemployment is counted towards the 90 days of unemployment requirement.

- Students cannot change their program of study date. This means if the student has completed opt but he/she has not finished his/her thesis.

6. **What kind of work can I do while on OPT? Do I have to have a job offer before I apply?**

No offer of employment is required to apply for OPT. Students may secure employment in a job that is directly related to their field of study. If a student works multiple jobs, all jobs must be directly related to the field of study.

Types of employment allowed:

-Regular paid employee: Must work at least 20 hours per week.

-Contracted employment: Must provide proof of contracts, times and duration.

-Self-employed business owner: Must work full-time, have proper business licenses and the business must be directly related to the student's field of study.

-Employment through an agency: Must provide proof they have worked 20 hours per week at the agency.

-Volunteering or Internships: Allowed as long as labor laws are not compromised. Must work at least 20 hours per week. May use this option to stay in status if having difficulty finding paid employment.

-Multiple employers (such as artists, musicians etc.): Must keep a detailed list of all employment. Allowed 10 days between paid performances or work in between multiple employers.

7. **When can I start working?**

Students can only begin work after they have received the Employment Authorization Card (the EAD card) for USCIS. Students may not begin working until the start date on the card has commenced even though if they receive the card early.

8. **How do I choose a start date?**

The student should choose a date that is at least **1** day after the program completion date and up to 60 days after the program completion date. Students should keep in mind that USCIS processing times and the job search process when choosing as start date.

9. What if I can't find a job right away?

   Students on post completion OPT cannot exceed 90 days of continuously accrued unemployment. Students who are outside the US and not working also accrue days of unemployment. Students who exceed the allotted days of unemployment may be considered out of status and can lose future F-1 benefits. Students who switch jobs are allowed 10 days of unemployment between jobs that does not count towards accruing unemployment.

10. How long can I work while on OPT?

   Students are allowed 365 days of employment. If a student engaged in pre-completion OPT, this counts against the total days available for post completion OPT.

11. Do I have to let the school know when I find a job?

   Yes. Students must provide the DSO with the employer's name, address, and other relevant information. Students must also report any changes in employment within 10 days of the change. In addition, students must also report their current residential address. If a student moves, they must report the move within 10 days.

12. What if I want to travel outside of the United States?

   If a student has filed the 1-765 but have not been approved yet for OPT, travel outside of the US is permitted. The student must carry their 1-797 Receipt Notice, valid/signed 1-20, passport, visa and other relevant immigration documents. If a student is approved while outside of the US, they cannot re-enter unless they have a job offer and have received the EAD card.

   If a student has applied for OPT and been approved, travel outside of the US is also permitted. The student must carry the EAD card, valid/signed 1-20, passport, visa and employment offer letter. If a student has been approved for OPT but does not have a job offer, they cannot re-enter the United States.

13. What is a STEM Extension?

   Students who graduated from A-State with a degree in Science, Technology, Engineering or Mathematics are eligible for a one time 24 month extension of their OPT status. Majors must have the appropriate CIP code associated with the major as defined by the Department of Homeland Security and the Arkansas Higher Education Board.

14. What happens when I'm finished with OPT?

   Students have 60 days after the end of their OPT to do one of the following:

- Transfer to a new school and receive a new 1-20. The start of the new school may not be more than 5 months from the end of OPT.
- Leave the US
- Start a new program at the current university and receive a new 1-20

If a student does not do one of the above 3 things, after 60 days the students record will automatically terminate itself. The student will then be considered out of status and will have to file for a reinstatement.

ARKANSAS STATE
UN IV E RSITY

International Student Services
PO Box 2230, State University AR 72467
Phone: 870-972-2329
www.astate.edu/international

Optional Practical Training 1-765 Form Instructions

Revised:March 30,2016

Students can find the most current 1-765 form at www.uscis.gov Click on "Forms", scroll down to form and select 1-765 "Application of Employment Authorization".

Instructions to Complete the 1-765 Form (numbers on this sheet correspond with the numbers on the 1-765 form)

-In the section "I am applying for:", fill in the square that best fits your situation.

> *Example:* Most students will fill in the square marked "Permission to accept employment".

1. Put Family Name first (in capital letters). Then first name (given name), and then middle name.
   > *Example:* JONES Tom Harvey

2. If you have additional names, you may include them in this space. If not, leave it blank or put a "-" in the space.

3. Provide the address you would like your EAD card to be mailed or relevant issues regarding your OPT application. Please note that #3 has two spaces. The first space is for street address and apartment#, the second space is for the town or city, the state and country, and the zip code.

   > *Example:* 2222 Johnson Avenue, Apt #07
   >
   > Jonesboro AR 72401

4. Put your country of citizenship and nationality.

   > *Example:* United States of America/Republic of India

5. Put your place of birth (town or city, state or province, and the country).

   > *Example:* Jonesboro AR United States of America

ARKANSAS STATE
U NIVERS IT Y

International Student Services
PO Box 2230, State University AR 72467
Phone: 870-972-2329
www.astate.edu/international

6. Date of Birth. Please put in exact format (MM/00/YYYY).

   Example: 11/30/1990

7. Fill in the box that corresponds with your gender.

8. Please fill in the box that best corresponds with your marital status.

9. A Social Security number is optional. If you do not have one, put a "--" in this space. If you do have a Social Security number(s), you should write it down.

   Example: 999-99-9999

10. Please include your Alien Registration Number if you have one (most will not), otherwise use the number found on the top of your 1-94 record. You can find your 1-94 record on www.cbp.gov/i94. All F-1 students should have one. You will provide a copy of the 1-94 record along with your application.

    Example: 555555555 11 (this is an example of an 1-94 number)

11. Please fill in the box that best corresponds with your situation. If you applied for previous authorized employment through a service center on a previous 1-20, or different school, please mark "yes" and fill out the remainder of the spaces for #11. If you did not have any previous employment, please put a "--" in each space.

    -If you filed for employment (economic hardship, OPT, etc.) through ASU in the past, the corresponding service center is "Texas Service Center"

    -Please list the specific dates *(Example:* 12/30/2005-04/30/2006). If you have more than one period of employment authorization, please include it all *(Example:* 05/30/2001-08/30/2001 and 08/30/2001-12/30/2001).

    -Please include all documentation of previous employment authorization (for example, previous OPT 1-20, copy of the EAD card, etc.). The Service Center reviewing your application is trying to verify if you are currently eligible for OPT based on your previous employment history, and it is crucial that you provide accurate and complete information.

12. Your date of last entry will be found on your 1-94 record that you are submitting with this application. You can find your 1-94 record on www.cbp.gov/i94.

ARKANSAS STATE
UNIVERSITY

International Student Services
PO Box 2230, State University AR 72467
Phone: 870-972-2329
www.astate.edu/international

Example: 08/15/2008

13. The place of entry will be on the travel history on your 1-94 record that you are submitting with this application. It is usually a code.

Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

For USCIS Use Only	Fee Stamp	Action Block	Initial Receipt	Resubmitted
			Relocated	
			Received	Sent
			Completed	

O Application Approved | O Application Denied – Failed to establish: | Approved | Denied

O Authorization/Extension Valid From
O Autborlzallon/Extenslon Valid To

O Eligibility under 8 CFR 274a.l2 (a) or (c)   O Economic necessity under 8CFR 274a. tl(c)(14),(18) and 8 CFR 214.2(f)

A#

Subject to the rollowlng conditions:

O Applicant Is filing under section 274a.l2

.... START HERE- Type or print in black ink.

I am applying for:

O Permission to accept employment.

O Replacement (oflost employment authorization document).

O 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)

Family Name   First Name   Middle 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   O Male   O Female

8. Marital Status

O Single   O Married   O Divorced   O Widowed

9.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

D Yes   O No

NOTE: If you answered "Yes" to Item Number 9.a., provide the information requested in Item Number 9.b.

9.b. Provide your Social Security number (SSN) (if known)

10. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to Item Number 11., Consent for Disclosure, to receive a card.)

D Yes   O No

NOTE: If you answered "No" to Item Number 10., skip to Item Number 14. If you answered "Yes" to Item Number 10., you must also answer "Yes" to Item Number 11.

11. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.   O Yes   O No

NOTE: If you answered "Yes" to Item Numbers 10.- 11., provide the information requested in Item Numbers 12.a.- 13.b.

Father's Name

12.a. Family Name (Last Name)

12.b. Given Name (First Name)

Mother's Name (Provide your mother's birth name.)

13.a. Family Name
(Last Name)

13.b. Given Name
(First Name)

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

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

D Yes (Complete the following questions.)

Which USCIS Office?   Dates

L . . . - . - - - - - - - - - - 1 " - - - - -

Results (Granted or Denied – attach all documentation)

D No (Proceed to Item Number 16.)

16. Date of Your Last Arrival or Entry Into the U.S., On or
About (mm/dd/yyyy)

17. Place of Your Last Arrival or Entry Into the U.S.

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

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

20. 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)(S), (c)(l7)(iii), etc.

〈D〈D‚〈D〉

21. (c)(3)(C) Eligibility Category. If you entered the eligibility
category (c)(3)(C) in Item Number 20.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

22. (c)(26) Eligibillty Category. If you entered the eligibility
category (c)(26) in Item Number 20.above, please provide
the receipt number of your H-IB principal spouse's most
recent Form 1-797 Notice of Approval for Fonn 1-129.

23. (c)(35) and (c)(36) Eligibility Category

a. If you entered the eligibility category (c)(35) or (c)(36)
in Item Number 20.above, please provide the receipt
number of the Form I-140 beneficiary's Form I-797
Notice of Approval for Form I-140.

b. Have you EVER been arrested for and/or convicted of
any crime?   O Yes   D No

NOTE: If you answered "Yes" to Item Number 23.b.,
refer to Item Number 5., Item H.or Item I. in the Who
May File Form I-765 section of these Instructions for
information about providing court dispositions.

Certification

I certify, under penalty of petjury, 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 Item
Number 20.

Applicant's Signature

Date of Signature (mm/dd/yyyy)

Telephone Number

Signature of Person Preparing Form, If Other Than
Applicant

I declare that this document was prepared by me at the request
of the applicant and is based on all information of which I have
any knowledge.

Preparer's Signature

Date of Signature (mm/dd/yyyy)

Printed Name

Address

ARKANSAS STATE
UNI V E RSI TY

Example: DEN (this means Denver), or NYC (for New York City), or MEM (for Memphis)

14. "Status of last entry" is the status in which you entered the United States, as stated on your 1-94 record.

Example: F-1 Student

15. Your current status should be "Student" when applying for Optional Practical Training.

16. If you are applying for:

- Pre-Completion OPT your code is (C) (3 } (A)

--Completion OPT your code is (C) (3) (B)

-For STEM Extension your code is (C) (3) (C)

17. Please fill out this information if you are applying for STEM Extension (codes (C) (3) (C))

-Please make sure you sign your name, put your valid telephone number, and date in the space designated for "Your Certification".

***Please do not sign the very bottom part with your name, address, signature, and date.

This is only for a person who is filling the application on behalf of the applicant.***

e-Notification of Application/Petition Acceptance

Department of Homeland Security
U.S. Citizenship and Immigration Services

What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receipting your immigration form.

ROUTINE USES: The information provide on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001-Alien File (A-File) and Central Index System (CIS), which can be found at www.dhs.:ov/privacy]. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 3 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue, NW, Washington, DC 20529-2140. OMB No. 1615-0109. Do not mail your completed Form G-1145 to this address.

Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name

E-mail Address	Mobile Phone Number (Text Message)

ARKANSAS STATE
UNIVERSITY
Office of International Student Services

PO Box 2230, State University AR 72467
Phone: 870-972-2329
www.astate.edu/international

Acknowledgement of OPT Rules

I, _____ acknowledge that as an F-1 student on Post Completion OPT I agree to abide by the following rules and regulations:

- Report any changes in personal information such as name, address or immigration status to the OIP within 10 days of the change occurring.
- Report employer's information including company name, address, position title and dates of employment.
- Begin employment only when the EAD card has been received and the start date has commenced. Employment may not go past the end date indicated on the EAD
- Engage only in employment that is directly related to the major and degree received at ASU. If employed in multiple jobs, they must all be related to the major.
- Unemployment cannot exceed 90 days total for the duration of OPT. If changing jobs, a period of 10 days or less is allowed between the end of one job and the start of another in which it will not be counted toward the days of unemployment.
- At the completion of OPT, a 60 day grace period is allowed in which to start a new program, transfer schools or depart the US.

I understand that this is not an exhaustive list of rules and regulations related to my immigration status. By signing below, I agree that I have read the rules and regulations related to post-completion OPT and understand the laws that will affect me. I understand that while on OPT I am still considered an F-1 student and must comply with immigration regulations related to F-1 status.

_____   _____

Signature   Date

Updated 4/4/2016