



**ARKANSAS STATE  
UNIVERSITY**

International Student Services

PO Box 2230, State University AR 72467

Phone: 870-972-2329

[www.astate.edu/international](http://www.astate.edu/international)

**Pre Completion OPT Checklist**

OPT Timeline: Review the rules and regulations about when to start OPT on the A-State International Student Services website: <http://www.astate.edu/a/international/international-student-employment/opt/>

Have you been enrolled full time for at least 1 academic year?

Yes

No

I would like to request my OPT begin on \_\_\_\_\_

**\*OPT may start after student has been enrolled for at least 1 academic year.**

Completed

Read all rules and regulations on the A-State International Programs website

Pay \$100 initial OPT fee through Marketplace:

[https://secure.touchnet.net/C20019\\_ustores/web/store\\_main.jsp?STOREID=](https://secure.touchnet.net/C20019_ustores/web/store_main.jsp?STOREID=)

[11](#)

Sign and date Acknowledgment of OPT Rules from

Complete the A-State OPT Request Form

Complete Form I-765 ([www.uscis.gov](http://www.uscis.gov), click on "Forms")

Complete Form G-1145 ([www.uscis.gov](http://www.uscis.gov), click on "Forms")

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

Write check, money order or payment- G-1450 to U.S. Department of Homeland

Security for \$410

Make copies of all immigration documents (I-94, visa, passport, at least 2 previous I-20's)

Updated 01/2019



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## Pre Completion OPT Rules and Regulations

### 1. Who is eligible to apply for pre-completion OPT?

- F-1 student who has been enrolled in a bachelor's, masters or doctoral program for at least 1 academic year.
- Student must be registered in a full course of study and maintaining status.

### 2. How do I apply?

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 Immigration Advisor 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.

### 3. How many hours can I work?

Pre-completion OPT is limited to 20 hours per week while school is in session and student still has coursework to complete. It can be done full time during official school breaks, including the summer session and interims and if student is not taking classes. Students must reapply if they switch from full time hours to part time hours or vice versa.

*Example: If a student goes from 20 hours per week during the spring semester to 40 hours during the summer terms, they must reapply. Reapplication is also necessary if a student goes from 40 hours per week to 20 hours per week.*

### 4. What kind of work can I do?

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

Types of employment allowed:

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



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**-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.

**5. 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 if they receive the card early. Employment cannot exceed the end date indicated on the EAD.

**6. Can I still apply for post completion OPT after I graduate?**

Yes, however employment while on pre-completion OPT counts against the 365 days of full time eligibility. This means that if a student does 3 months of part time OPT (20 hours/week), then the student has lost one and a half months toward the 365 days of full time eligibility. If the student works 3 months of full time pre-completion OPT, then the student has lost 3 months toward 365 days of full time eligibility.

**7. Can I work on campus and do pre-completion OPT?**

Students may work on campus and do pre-completion OPT as long as the total number of hours worked does not exceed 20 per week.

**8. Do I still have to register in full time hours?**

Yes. As per F-1 status, you must be enrolled full time at all times while on pre-completion OPT.



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**Optional Practical Training I-765 Form Instructions**

**Revised January 2019**

Students can find the most current I-765 form at [www.uscis.gov](http://www.uscis.gov) Click on “Immigration Forms”, scroll down to “Application of Employment Authorization” form I-765 and click. The form is at the bottom of the screen.

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

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. This must be an address you can receive mail after you graduate so make sure you put an address that will work once you graduate.

*Example:*        2222 Johnson Avenue, Apt #D7  
                         Jonesboro AR 72401

8. This is found on your printed I-94 record. It is the 11 digit number found on top of it.

9. You will leave this blank unless you have an on-line account with USCIS already.

USCIS and the Social Security Administration now work together to issue Social Security cards at time of applying for EAD card. If you already have one, skip this question. If not, fill out the corresponding information.

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17. Place of your Last Arrival or Entry into U.S.-

You will need to put the airport abbreviation of your last port of entry into the United States. Ex.  
NYC, LAX, HOU, DAL

20. Eligibility Category-

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 )

**Link to Form** on [www.uscis.gov](http://www.uscis.gov):

<https://www.uscis.gov/i-765>



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**G-1145 Form**

**Revised: January 2019**

G-1145:

E-Notification of Application/Petition Acceptance

***Link to form*** on [www.uscis.gov](http://www.uscis.gov):

<https://www.uscis.gov/g-1145>



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**G-1450**

The G-1450 is a form for students to pay fees for any USCIS form through a USCIS Lockbox. There is no additional fee to use it and the information is destroyed after the amount is deducted from the credit card.

***Instructions on how to use it and link to the form through [www.uscis.gov](http://www.uscis.gov) :***

<https://www.uscis.gov/g-1450>



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**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-1 student (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     Bachelor's     Master's   

Doctorate Major as indicated on I-20 \_\_\_\_\_

Expected Date of Graduation (completion of course of study) \_\_\_\_\_

Applying for:

- Pre-completion OPT       STEM Extension
- Post-completion OPT     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 practical training (if applicable)**

**Curricular Practical Training**

Example: Full Time, Jan/1/2009-Jan/1/2010

\_\_\_\_\_  
\_\_\_\_\_

**Optional Practical Training**

Example: Part Time, Jan/1/2008-May/1/2008

\_\_\_\_\_  
\_\_\_\_\_

Signature of Student \_\_\_\_\_  
Updated 01/2019

Date \_\_\_\_\_





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**Acknowledgement of OPT Rules**

I, \_\_\_\_\_ acknowledge that as an F-1 student on Pre-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 International Student Services 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 A-State.
- Work part time only (20 hours or less per week) even if employed in an on-campus job in addition to the off-campus job.
- Understand that using pre-completion OPT will count against my total time available for Post- Completion OPT.
- Register in full time credit hours at A-State-Jonesboro.

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 pre-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



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