

Below is a checklist of the items you need to complete your Optional Practical Training application. A full description of eligibility for Optional Practical Training and the steps needed to complete the application process can be found at the ISSO and on the ISSO web site at the following URL: <http://www.bu.edu/isso/students/current/f1/employment/off-campus/optional.html>

To apply for Optional Practical Training you will need to bring the following documents to your appointment with your ISSO advisor.

- Personal Check or Money Order for **\$340.00**, payable to "U.S. Department of Homeland Security."
- USCIS Form I-765, attached (a [PDF version](#) is available on the ISSO's OPT web page above or from the USCIS web site at <http://www.uscis.gov/forms>).
 - It is *strongly recommended* that you fill out the PDF version of the form, then print and sign it. If you choose to complete it by hand, print neatly in BLOCK letters using blue ink.
 - Use an address in section three (3) that will be valid for at least three (3) months.
 - Leave section 16 blank. Your ISSO advisor will help you determine the correct code during your OPT appointment.
- Two (2) photographs. These must meet USCIS/DOS passport color photograph specifications (visit <http://travel.state.gov/passport/pptphotos/index.html>). Note: It is strongly recommend that students write their full name in pencil on the back of each photograph. The photographs should only be cut by the photo establishment. Do not cut them yourself.
- Any previous Employment Authorization Documents (EADs), if applicable.
- Current Form I-20 and *all* previous Forms I-20.
- Valid passport
- Form I-94 Departure Card (originals, not copies).
- Optional Practical Training Acknowledgement* (attached), completed and signed.
- Additional Support Documentation as follows, if applicable:
 - **Verification from Academic Department of Thesis/Dissertation Requirement** – graduate students who have completed all course requirements, but are still finishing thesis/dissertation research or the equivalent, must provide a letter from their academic department that verifies this and the date they are expected to complete the research requirements (e.g. date of final defense). **This letter is required of all students in a doctoral program** unless their thesis has already been accepted by the library and a notation indicating this can be seen on their electronic transcript.
 - **Proof of Expected Graduation** – Students applying for OPT to begin after completion of their program of study must be registered for graduation in the university information system (UIS), **OR** must provide a letter from their academic department verifying the date they are expected to complete their program.



Optional Practical Training Acknowledgement

International Students & Scholars Office ♦ 888 Commonwealth Avenue, Second Floor ♦ Boston, Massachusetts ♦ 02215
Telephone: 617/353-3565 ♦ isso@bu.edu ♦ www.bu.edu/isso ♦ Facsimile: 617/358-1170

NAME: _____ BU ID: _____

There are several important rules and procedures that must be followed after applying for Optional Practical Training (OPT) employment authorization. Complying with these rules and procedures is necessary to maintain lawful F-1 immigration status. Please review carefully each item below, then sign this form to confirm that you understand and will abide by them. Your signature also confirms your requested OPT dates. The original, signed copy of this acknowledgement will be kept in your ISSO file and a copy will be given to you for your reference. Additional information on about these responsibilities can be found on the ISSO web site.

1. **Thirty-day filing deadline:** I understand that my OPT application must reach the USCIS Service Center no later than 30 days after my ISSO advisor signs the OPT recommendation on my new Form I-20.
2. **Failure to complete program requirements:** I understand that if I fail to complete all the requirements of my program, I must request an extension of my Form I-20 prior to the program end date found in item #5 of my latest I-20. I know that this may invalidate or otherwise effect the OPT authorization.
3. **Submission of EAD to the ISSO:** I understand that I must bring my OPT Employment Authorization Document (EAD) to the ISSO as soon as it is issued by the USCIS so that it may be copied and the approval recorded appropriately.
4. **Working in my major field of study:** I understand that any employment I accept, or another OPT activity in which I participate, must be directly related to my major field of study and must be commensurate with my current level of education. I know that I should keep records that will verify this.
5. **Reporting requirements:** I understand that in order to maintain my immigration status while on OPT, I must (further information on reporting is at: www.bu.edu/isso/students/current/f1/employment/off-campus/EmployerAddressReport.html):
 - a. Notify the ISSO of my new address within ten days if I should move residence. I can do so by updating the **Immigration-U.S.** address in the Student Link (www.bu.edu/link) or by sending an email to isso@bu.edu.
 - b. Report OPT location/employer name and address, efforts to seek employment, and interruptions in employment: I understand I am required to report the name and address of my OPT location/employer. If I stop working, I must report that there has been an "interruption in employment". I can report this information by updating the **OPT Location/Employer Address** in the Student Link (www.bu.edu/link).
6. **Periods of unemployment during post-completion OPT:** I understand that I may not accrue an aggregate of more than 90 days of unemployment during my post-completion OPT period. I will keep thorough and accurate records of my job search, employment or other OPT activities, and periods of unemployment.
7. **Traveling outside the U.S.:** I understand that if I travel outside the U.S. without the following items, I will experience difficulty when returning and could, in fact, be prohibited from re-entering the U.S.
 - a. Valid passport
 - b. F-1 visa in my passport that will be valid on the day I plan to return to the U.S. If I do not have a visa that will be valid for my return, I will obtain one at a U.S. consulate or embassy while outside the U.S.
 - c. Travel signature on my Form I-20 that is less than six (6) months old.
 - d. OPT Employment Authorization Document (EAD, also known as "OPT Card")
 - e. Letter from my employer to prove that I have a job or OPT activity to resume when I return to the U.S., or an offer letter to show that I will begin a job/activity upon my return to the U.S.

Continued

8. **Invalidating OPT:** I understand that my OPT will be cancelled or invalidated if I commence a new program of study, transfer my SEVIS record to a new school, engage in unauthorized employment, or otherwise violate my F-1 immigration status.
9. **Sixty-day “grace” period after OPT:** I understand that I am permitted a period of 60 days to remain in the U.S. following the end date on my OPT EAD. I may **not** work during this period unless my immigration status is changed to a classification that permits employment, or my employer has submitted a timely filed petition to change status to H-1B to begin on October 1st following my OPT end date that would enable me to take advantage of an extension of my OPT authorization under “cap-gap” regulations. I can also use this time to transfer my F-1 status to another school, apply for a change of status, process a level change to begin a new program of study, or to depart the U.S. (which I must do no later than the sixtieth day).
10. **Limits on future periods of OPT:** I understand that I am eligible for only one 12-month period of OPT per education level (e.g., bachelor’s, master’s, Ph.D., etc.). I understand that in limited situations, I may be eligible to apply for a 17-month extension of my OPT authorization, and that I must apply for the extension prior to the end date of my initial OPT period.
11. **Cancelling my application:** If extraordinary circumstances warrant it, I can attempt to cancel my OPT application only if the application has not yet been adjudicated (approved) by the USCIS Service Center. I will work with my ISSO advisor if cancellation becomes necessary.
12. **OPT start and end dates:** I am responsible for choosing the employment dates below which will be recorded in the ISSO’s recommendation on my Form I-20. I know that I will not be able to change them should the dates become incompatible with a future offer of employment. I also understand that I cannot extend OPT beyond 12 months even I have not worked for the entire OPT period, unless I qualify the STEM OPT extension.
13. **Beginning employment:** I know that I may not begin work until I have the OPT EAD (card) in my possession and the start date of the EAD has been reached. To do so constitutes unauthorized employment and a violation of my F-1 status.

I request the following OPT dates:

Start date: _____ **End Date:** _____ **Full-time** **Part-time**

Acknowledgement: *I have read and understand the above rules and procedures and will abide by them. I verify that I have not used any period of OPT at my current educational level or a higher educational level that would disqualify me from the OPT authorization I now seek.*

Signature of Student

Date

Original to file / Copy to Student

One (but only one) of these boxes **must** be checked or USCIS will return your application:

Choose the **first box** if you have never applied before.

Choose the **third box** if you have applied in the past for an EAD for any reason.

This is the address to which the EAD will be mailed. Be sure it is complete, clear and accurate. If you will not live at this address for at least three months after you submit the application, use another address (e.g., a friend's address). If you use someone else's address, be sure to write "c/o" plus their name in the address line.

Complete section 17 **ONLY** if you are applying for the 17-month extension of OPT for STEM majors. "Degree" should be entered as:

- Bachelor's
- Master's
- Doctorate

Answer YES only if you have applied directly to the USCIS for employment authorization before. This does not refer to on-campus employment or Curricular Practical Training authorization.

REMEMBER to sign and date the form. Include your home or cell phone number. Keep your entire signature between the lines.

OMB No. 1615-0040; Expires 08/31/08

I-765, Application For Employment Authorization

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

Do not write in this block.

Remarks	Action Block	Fee Stamp
A#		
Applicant is filing under §274a.12 _____		
<input type="checkbox"/> Application Approved. Employment Authorized / Extended (Circle One) until _____ (Date). Subject to the following conditions: _____ (Date). Application Denied. <input type="checkbox"/> Failed to establish eligibility under 8 CFR 274a.12 (a) or (c). <input type="checkbox"/> Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		

I am applying for: Permission to accept employment.
 Replacement (of lost employment authorization document)
 Renewal of my permission to accept employment (attach previous employment authorization document).

1. Name (Family Name in CAPS) (First) (Middle) (Last) Which USCIS Office? Date(s)
SAMPLE Maxwell Thadeous USCIS Vermont Service Center 05/09/2005

2. Other Names Used (Include Maiden Name)

3. Address in the United States (Number and Street) (Apt. Number)
123 S. Pleasant Street 3R
 (Town or City) (State/Country) (ZIP Code)
Brighton MA 023456

4. Country of Citizenship/Nationality
United Kingdom

5. Place of Birth (Town or City) (State/Province) (Country)
Cardiff Wales United Kingdom

6. Date of Birth (mm/dd/yyyy) 7. Gender
11/18/1980 Male Female

8. Marital Status Married Single
 Widowed Divorced

9. Social Security Number (Include all numbers you have ever used) (if any)
123-45-6789

10. Alien Registration Number (A-Number) or I-94 Number (if any)
346512100 12

11. Have you ever before applied for employment authorization from USCIS?
 Yes (if yes, complete below) No

12. Date of Last Entry into the U.S. (mm/dd/yyyy)
07/19/2007

13. Place of Last Entry into the U.S.
Boston

14. Manner of Last Entry (Visitor, Student, etc.)
F-1 Student

15. Current Immigration Status (Visitor, Student, etc.)
F-1 Student

16. Go to Part 2 of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(ii), etc.).
 Eligibility under 8 CFR 274a.12 () () ()

17. If you entered the Eligibility Category, (c)(3)(C), in item 16 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: _____

Certification
Your Certification: I certify, under penalty of perjury under the laws of the United States of America, 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 Instructions in Part 2 and have identified the appropriate eligibility category in Block 16.

Signature **Maxwell T. Sample** Telephone Number **617-555-8956** Date **04/08/2008**

Signature of person preparing form, if other than above: 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.

Print Name _____ Address _____ Signature _____

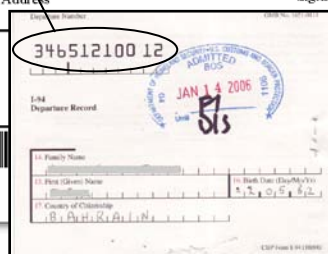
Remarks	Location	Returned

Form I-765 (Rev. 04/08/08) N

This is the place where your I-94 card was issued.

If you entered the U.S. in another status (e.g., F-2), then applied to change your status to F-1, enter the previous status here.

Leave this section blank. Your ISSO advisor will help you decide the correct code to enter.

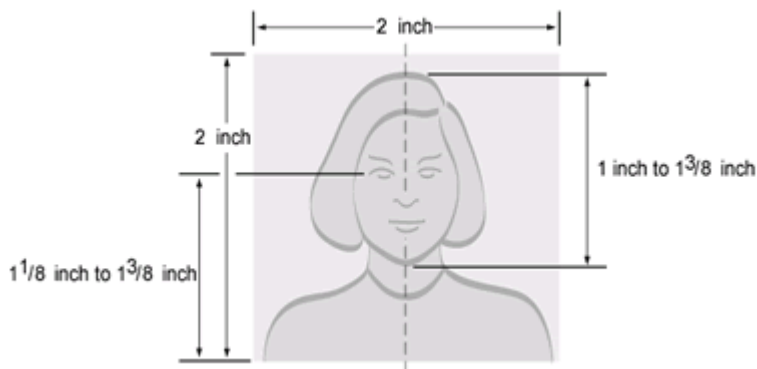


Use the following specifications when obtaining pictures to be submitted to U.S. Citizenship and Immigration Services (USCIS). For more information on photo specifications, go to:

http://www.travel.state.gov/passport/pptphotos/composition_checklist.html

- The picture must show your full face, front view, eyes open
- Make sure photo presents your full head from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches (25 mm to 35 mm)
- Your head must be in the center of the frame
- Make sure eye height is between 1-1/8 inches to 1-3/8 inches (28 mm and 35 mm) from bottom of photo
- Must be against a plain white or off-white background
- There can be no distracting shadows on the face or background
- Do your best to have a natural expression

Photo Dimensions and Sample



**The entire image must fit inside this box
(do not cut photos)**