Below is a checklist of the items you need to complete your Optional Practical Training (OPT) application. A full description of eligibility for OPT and the steps needed to complete the application process can be found on the ISSO web site: http://www.bu.edu/isso/employment-internships/student-off-campus-work-and-training/optional/

To apply for Optional Practical Training you will need to make an appointment with your ISSO advisor and bring the following documents to your appointment to request an OPT recommendation.

During your appointment, your ISSO advisor will evaluate your OPT application materials. If you meet all eligibility requirements, your advisor will issue a new I-20 with an OPT recommendation and provide instructions for you to mail your OPT application directly to USCIS. The ISSO recommendation is a required part of your OPT application.

OPT Application Checklist:

- Optional Practical Training Acknowledgement (attached), completed and signed.
- USCIS Form I-765 – typed and printed out
  - 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.
  - In Section 16, enter the correct employment code as follows:
    - (c)(3)(A) – for Pre-Completion OPT (OPT that will occur during your program of study)
    - (c)(3)(B) – for Post-Completion OPT (OPT that will begin after graduation)
- Completed Form G-1145 – typed and printed out
- Original immigration documents, including:
  - All original I-20s ever issued to you, including I-20s from other schools
  - Printed I-94 record or original paper I-94 stapled in passport
  - Valid passport with most recent entry stamp
  - Any previous Employment Authorization Documents (EADs), if applicable

Please bring original immigration documents for your OPT appointment for ISSO review.

In addition, please bring one photocopy of these documents to include by mail with your OPT application to USCIS.

- Personal Check or Money Order for $380.00, payable to “U.S. Department of Homeland Security.”
- Two (2) photographs – size 2x2 inches and meeting USCIS/DOS passport photograph specifications. See: http://travel.state.gov/content/passports/english/passports/photos/photos.html
- Academic Documentation, if applicable:
  - Verification of Thesis/Dissertation Requirement – If you are a graduate student and have completed all course requirements, but are still finishing your thesis/dissertation or equivalent, you must provide a letter from your academic department to (1) verify completion of all coursework, and (2) to specify the date on which you are expected to complete your thesis or defend your dissertation. This letter is required of all students in a doctoral program unless your thesis has already been accepted by the library and a notation indicating this can be seen on your electronic transcript.
  - Proof of Expected Graduation – If you are applying for OPT to begin after completion of your program of study, you must be registered for graduation in the university information system (UIS), OR must provide a letter from your academic department verifying the date on which you are expected to complete your program of study.
Optional Practical Training Acknowledgement
(OPT Post-Completion)

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 your responsibilities, and to confirm your requested OPT dates.

More detailed information about these responsibilities can be found on the ISSO web site.

1. **Boston University as my F-1 sponsor:** During my OPT, I will still be in F-1 immigration status, under the sponsorship of Boston University. BU ISSO will continue to maintain my SEVIS immigration record and to advise me on travel and status questions. However, it is my responsibility to inform the ISSO of any updates to my OPT application (including USCIS requests for information, approval or denial decision), and to maintain up-to-date address and OPT employer information in BU systems.

2. **Thirty-day filing deadline:** 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. Late filing will result in denial of my application.

3. **Failure to complete program requirements:** 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 on my latest I-20. If I fail to request extension of my I-20 before its expiration this may lead to termination of my immigration status, and OPT benefit. If I do extend my I-20 before its expiration, this may also impact my OPT, as my dates of OPT eligibility may change.

4. **Submission of EAD to the ISSO:** I must provide the ISSO with a copy of my Employment Authorization Document (EAD) as soon as it is approved by the USCIS in order to update my ISSO record, and to amend my I-20, if needed.

5. **Working in my major field of study:** My OPT employment/training must be directly related to my major field of study and must be commensurate with my current level of education. I must keep up-to-date records to verify my OPT employment and must report each employer to the ISSO.

6. **Reporting requirements:** In order to maintain my F-1 immigration status while on OPT, I must report information to the ISSO as follows:
   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).
   b. Report OPT location/employer name, address, and dates and how the employment relates to my major: I can report this information by updating the OPT Employer Address in the “Personal” tab of the Student Link (www.bu.edu/link). For each OPT employment, I must enter the employer name and address, as well as the dates of employment and how the employment relates to my major field and program of study.

7. **Periods of unemployment during post-completion OPT:** 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.

8. **SEVIS auto-calculation of employment dates:** If I do not report updated dates of employment, or if I pass the 90-day mark for unemployment, my SEVIS record may be terminated by DHS.

9. **Traveling outside the U.S.:** If I travel outside the U.S. after my program completion date, I may need the following items to apply for a new F-1 visa and re-enter the U.S. Without these items, I may experience difficulty when returning and could, be prohibited from re-entering the U.S. in F-1 status:
   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. Proof of OPT Employment, such as a letter from my employer to show that I have a job or OPT activity to resume when I return to the U.S., or that I will begin a job/activity upon my return to the U.S.

10. Invalidating OPT: My OPT will be cancelled or invalidated if I:

   (1) Enter the U.S. in another immigration status or change status in the U.S. (including as a visitor)
   (2) Begin a new program of study or transfer my SEVIS record to a new school,
   (3) Engage in unauthorized employment, or otherwise violate my F-1 immigration status.

11. Sixty-day “grace” period after OPT: Following the end date on my OPT, I am permitted a period of 60 days to remain in the U.S. I may not work during this period unless my immigration status is changed to a classification that permits employment, or unless I qualify for “Cap-Gap” extension (described below). I can also this grace period to transfer my F-1 status to another school, apply for a change of immigration 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). I cannot leave the U.S. and return in F-1 status

12. “Cap-Gap” Extension: If, during my year of OPT, my employer files a timely-filed petition to change my status to H-1B to begin on October 1st, I may be eligible for an extension of F-1 status and OPT work permission through September 30 (the day before my H-1B will begin). I will need to provide the ISSO with a copy of my USCIS receipt or approval notice in order to request a “Cap-Gap” I-20. Once I depart the U.S. during my grace period, I am not longer eligible to return in F-1 status unless I have a new I-20 for a new program of study.

13. 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 an extension of my OPT authorization if my major is in an eligible Science, Technology, Engineering or Math (STEM) field, and I am employed for a qualifying employer. I must request an ISSO recommendation for this benefit and my application for this extension must be received by USCIS prior to the end date of my initial OPT period.

14. 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.

15. 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 request a different OPT start date or end date should the dates become incompatible with a future offer of employment.

16. Beginning employment: 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. Beginning employment prior to my date of authorization constitutes unauthorized employment and is a violation of my F-1 status.

Requested OPT Dates:
I request an ISSO recommendation for the following OPT start and end date. I understand that the actual start and end date of my approved OPT may be slightly different than the dates recommended. OPT applications may take approximately 90 days (and sometimes longer) for USCIS review and adjudication. The USCIS may slightly change the dates of authorization when they adjudicate my application.

<table>
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<tr>
<th>Requested OPT Start Date</th>
<th>Requested OPT End Date</th>
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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.
✓ I understand that I must maintain accurate and current employment information on record with ISSO to ensure that my SEVIS record remains up-to-date during OPT.

Signature of Student ___________________________ Date ______________________

Original to file / Copy to Student

Boston University
International Students & Scholars Office

Revised 2/12/16
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## Department of Homeland Security
### U.S. Citizenship and Immigration Services

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<th>Form</th>
<th>For USCIS Use Only</th>
<th>For Stamp</th>
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### Subject to the following conditions:
- [ ] Application Approved
- [ ] Application Denied - Failed to establish:
  - [ ] Eligibility under 8 CFR 274a.12(a) or (g)
  - [ ] Economic necessity under 8 CFR 274a.2(c)(4)(i),(18) and 8 CFR 214(d)
- [ ] Application is filing under section 274a.12

### 1. Full Name (Family Name) [ ] [ ] [ ]
   - [ ] SAMPLE
   - [ ] Maxwel
   - [ ] Thadeus

### 2. Other Names Used (Include Maiden Name)
   - [ ]

### 3. U.S. Mailing Address
   - [ ] Street Name and Name
   - [ ] Apt. Name
c/o C. Sample, 123 S. Pleasant St. 12
   - [ ] Town or City
   - [ ] State
   - [ ] ZIP Code
   - [ ]

### 4. Country of Citizenship or Nationality United Kingdom

### 5. Place of Birth
   - [ ] Cardif
   - [ ] State/Province
   - [ ] Country
   - [ ] UK

### 6. Date of Birth (mm/dd/yyyy)
   - [ ] 11/18/1980

### 7. Gender
   - [ ] Male
   - [ ] Female

### 8. Marital Status
   - [ ] Married
   - [ ] Single
   - [ ] Divorced
   - [ ] Widowed

### 9. Social Security Number
   - [ ] Include all numbers you have ever used, if any:
   - [ ] 123-45-6789

### 10. Alien Registration Number (A-Number) or Form I-94 Number
   - [ ] 72286326320
   - [ ]

### 11. Have you ever before applied for employment authorization?
   - [ ] Yes (Complete the following questions.)
   - [ ]

### 12. New USCIS Office?
   - [ ] Yes
   - [ ] No (Proceed to Question 12.)

### 13. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)
   - [ ] 08/27/2015

### 14. Place of Last Entry into the U.S.
   - [ ] MIA

### 15. Current Immigration Status
   - [ ] F-1 Student

### 16. Eligibility Category
   - [ ]

#### (c)(3)(A) – Pre-Completion OPT
- [ ]

#### (c)(3)(B) – Post-Completion OPT
- [ ]

#### (c)(3)(C) – OPT STEM Extension
- [ ]

### 17. Degree
   - [ ] Bachelor’s
   - [ ] Master’s
   - [ ] Doctorate

### 18. Certification
   - I certify, under penalty of law, that the information specified is true and correct. I further certify that I am an authorized representative of the entity named below.

### 19. Signature of Person Preparing Form, Other than Applicant
   - [ ]

### 20. Date of Signature (mm/dd/yyyy)
   - [ ] 10/27/2015

### 21. Telephone Number
   - [ ] 617-404-1234

### 22. Address
   - [ ]

### 23. Notice of Approval
   - [ ]

### Complete Section 17 ONLY if you are applying for a 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 USCIS for employment authorization before. This does NOT refer to on-campus employment or Curricular Practical Training authorization.

### This is where you last entered the U.S. and received your entry stamp from U.S. Customs and Border Protection (CBP).

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

### Print your most recent I-94 at https://i94.cbp.dhs.gov/I94. Make sure it matches your most recent entry stamp!

### Sign and date the form. Include your phone number.

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**International Students & Scholars Office**

**Telephone**: 617/353-3565

**isso@bu.edu**

**www.bu.edu/isso**

**Facsimile**: 617/358-1170

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**Sample I-765**

**Optional Practical Training**

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**Revised 2/12/16**

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**Boston University**

**International Students & Scholars Office**

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USCIS Photo Specifications
for all application types including Form I-765

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:

www.travel.state.gov/passport/get/first/first_830.html
(See “Step 7”)

- The photo must be in color
- 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)