OPT / Post-Completion Optional Practical Training
Application Guide

Students who participate in Optional Practical Training will still be F-1 visa students at Grossmont College (you will NOT receive a 'work' visa). You will receive an Employment Authorization Document (EAD) card to work in a job directly related to your major field of study.

<u>Submit the following to Int'l Admissions Office 6 weeks before your graduation date</u>:

1. The form I-765 filled in using black ink, or fill out and print the form https://www.uscis.gov/i-765 Be sure to submit all 7 pages of the Form I-765

   Code for #27: **(c)(3)(B)** Post-completion Optional Practical Training

2. Two (2) photos in U.S. passport style. Print your name and admission number (the number on your I-94 printout) on the back bottom edge using a pencil.

3. Application Fee $410.00
   a) A personal check or money order made out to "U. S. Department of Homeland Security", OR
   b) Credit Card: Authorization for Credit Card Transactions (G-1450): https://www.uscis.gov/g-1450

4. A print out of the Admission Number from your I-94: https://i94.cbp.dhs.gov/I94/#/home

5. A photocopy of your passport ID page

6. An OPT Authorization Form (attached) with a signature from an international student counselor

7. An On-Line evaluation from an international student counselor

8. Your current Grossmont College SEVIS I-20 (for confirmation purpose only)

9. E-Notification of Application (G-1145) if you want to request a text message and/or email when USCIS accepts your form: https://www.uscis.gov/g-1145

Once item 1 ~ 9 have been received, we will issue you a new I-20 with OPT information.

You must mail all the documents to one of the following addresses:
Option 1: U.S. Post Office - At the post office, request **"certified mail" with a "return receipt."**
> **U.S.C.I.S.**
> **PO Box 805373**
> **Chicago, IL 60680**

Option 2: Express Mail by FedEx, UPS, or DHL: **U.S.C.I.S.**
> **Attn: I-765 C03**
> **131 South Dearborn - 3rd Floor**
> **Chicago, IL 60603-5517**

A **Notice of Action letter** from U.S.C.I.S. will be sent to you in approximately 2-3 weeks. This will confirm that your application is being processed. Currently it takes about 3 to 5 months for U.S.C.I.S. to process and mail you the Employment Authorization (EAD) card. You may visit U.S.C.I.S. homepage and check your application status by using your receipt #, which is on the Notice of Action letter.
https://egov.uscis.gov/casestatus/mycasestatus.do

When you receive the EAD card, please give a photocopy of it to International Admissions.

When you find an employer, please submit the Employment Information Form (attached) to International Admissions Office.

Limit on unemployment period
There is a 90-day limit on unemployment. During your authorized OPT period, you are only allowed to be unemployed up to a total of 90 days while looking for a job.

If the 90-day period is exceeded, you have violated your F-1 status. To avoid being out of status, you can take one of the following actions:
- Apply to continue your education by a change of level or transferring to another school.
- Depart the U.S.
- Change status from F-1 to other category.

Types of employment.
    Paid Employment:
    Students may work part time (at least 20 hours per week) or fulltime, work for multiple employers (not exceed 40 hours/week total), work through an agency, or be self-employed.

    Unpaid Employment:
    Students may work as volunteers or unpaid interns, where this does not violate any labor laws. The work must be at least 20 hours per week.

Students must be able to provide evidence for each job documenting the position held, proof of the duration of that position, the job title, contact information for the student's supervisor or manager, and a letter stating the work is related to student's major from the employer.

Employment information
Throughout the OPT period, you must submit Employment Information Form to Int'l Specialist in the Admissions Office. You are required to submit the form each time you accept a position, and to report any periods of unemployment.

TRAVEL outside the USA while on OPT

- You may travel and reenter the U.S. while your request for OPT is **pending**.
- If your OPT has been approved and you depart **before you get a job**, your OPT ends and you **cannot reenter**.
- If you have a job, you may travel and reenter the U.S. to resume work.

You must have all necessary documents to re-enter the U.S.:
1) valid passport with a valid F-1 visa*
2) current I-20 signed on the back by a DSO from Grossmont Admissions Office
3) your EAD card
4) a letter from your employer

    *If your F-1 visa has expired during OPT and you need to go home, you must re-apply for renewal of your F-1 visa before reentering the U.S.
    Note: There is no guarantee that you will be re-admitted to the U.S. even if you have all the above documents.

OPT Authorization Form
Complete this page and attach it to your OPT application form

Name:_____ Date of birth:_____

Student ID #:_____ Tel. no.:_____

Email address: _____

1. Level of education (circle one): <u>Associate</u>   Certificate

2. Expected graduation date: _____

3. Applied for graduation: Yes____ No_____

4. Major field of study:_____ ("General major" is not acceptable.)

Describe the proposed employment for practical training:	
Beginning Date:	Ending Date:

I understand that it is my responsibility throughout the OPT period
1) to find employment directly related to my major, and **obtain a letter** from the employer stating how the student's degree is related to the work performed.
2) to **submit OPT employment Update Form** to International Admissions Office (email or in person) each time I accept a position, and
3) to **report any periods of unemployment**, not to exceed a total of 90 days, to International Admissions Office (email or in person).

Signature of student :_____Date:_____

International Counselor Signature Required

Counselor's Name:_____

Signature: _____ Date: _____

GROSSMONT COLLEGE

OPT Employment Information Form

Student Information

Name:_____ Grossmont ID #:_____

Date of Birth :_____   Phone :_____

Email address: _____

Current Address: _____

Explain how employment is related to student's course of study

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Employer Information

Employer Name: _____

Employer EIN number : _____

Employer Address: _____

_____

Supervisor's Name: _____

Supervisor's Phone:_____ Email:_____

Student's Job Title: _____

Employment Start Date: _____Employment End Date:_____

Full-time : more than 20 hours per week _____

Part-time : 20 or less hours per week _____

Please attach the following documents:

1. *Hire letter from your employer*
2. *Copy of EAD (Employment Authorization) Card, front and back*