OPTIONAL PRACTICAL TRAINING (OPT) GUIDE SHEET

Step 1:   Approximately 90 days before the end of your program, complete BCIS form I-765, Application for Employment Authorization and take it to the Office of PCC Global for the DSO to request OPT. You do not have to have a job already lined up to request OPT. It is typical for students to find a job after the request has been approved.

***You have until 60 days after your program completion date to request OPT, however, please take into consideration that you are only allowed to work for one year after the **60 day grace period of your completion date, not your first day of work.** For example, if you graduate May 2014, you will have until July 1015 to complete your OPT. If you wait to request OPT after your program is complete, you are going to lose time that you could be working. ***

Step 2:   DSO will issue student a new I-20 that states OPT has been requested.

Step 3:   Student will submit form I-765, Application for Employment Authorization, with the I-20 to BCIS **NO MORE THAN 30 DAYS** after the I-20 has been issued. Your request for OPT will be denied if the I-765 is not filed within 30 days of the I-20 issue date.

To apply for employment authorization, please submit the following:

1. Form I-765
2. Copy of passport, including pages with photograph, passport's expiration date and entry visa
3. Copy of I-94 Arrival Departure Record (front and back) or copy of the F-1 entry stamp of the passport along with your electronic I-94 Arrival Departure Record. You can print your electronic I-94 Arrival Departure Record at https://i94.cbp.dhs.gov/I94/request.html.
4. Copy of previous I-20s
5. New I-20 showing permission for OPT, obtained from Office of PCC Global
6. 2 passport size photos with white background taken no earlier than 30 days before submission to USCIS. They should be unmounted, glossy and unretouched. The photos should show a full-frontal facial position and not be larger than 2 x 2 inches. Lightly print your name on the back of each photo with a pencil.

7. Check or money order payable to Department of Homeland Security fee $380.00
8. Request a transcript from the Registrar's Office

Step 4: Once student receives the Employment Authorization Card, they will report to the Office of PCC Global to have a copy of the EAC made for their record and to receive an updated I-20. Remember: You must have a valid I-20 for your F visa to be valid. If your F visa has expired, you are still in compliance as long as your I-20 is current.

If you have any questions concerning OPT and the guidelines, please contact:

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