

Optional Practical Training (OPT) Review

Students should visit the USCIS website at www.uscis.gov/I-765 for the most current information on the process.

What Is OPT?

Optional Practical Training (OPT) is temporary employment that is directly related to an F-1 student’s major area of study. Eligible students can apply to receive up to 12 months of OPT employment authorization. While a Designated School Official (DSO) recommends OPT in SEVIS, it is the student who must apply for the work permit with the U.S. Citizenship and Immigration Service (USCIS).

What is “Post – completion” OPT?

You may apply to participate in post-completion OPT after completing your studies. If you are authorized for post-completion OPT, you may work part time (20 hours or less per week) or full time. Please note, BHU does not currently offer CPT or pre-completion OPT.

Do I have to have a job before I apply for OPT?

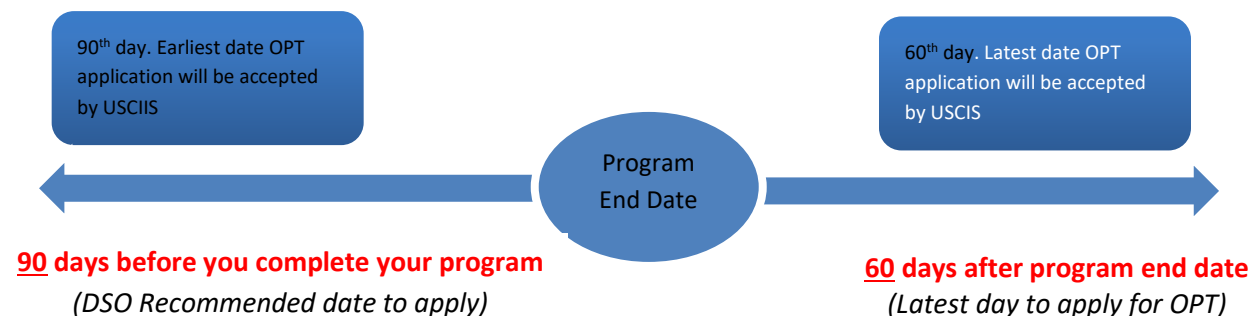
You don’t need to have a job offer already in order to apply for OPT. While students are not required to have an employer when OPT is requested in SEVIS, students authorized for post-completion OPT are expected to be employed. A student on post-completion OPT can be unemployed for a total of 90 days.

Eligibility Check:

- Students apply for OPT during their final semester at Beulah Heights University
- Students must have finished their coursework/ degree requirements
- Students must be in valid F-1 status with a valid passport
- Students have been enrolled on a full-time basis for one full academic year (two full semesters/ 9months)
- Students must be in good academic standing.
- The student is not studying English as a Second Language.

When Do I Apply

You are eligible to apply for post–completion OPT up to 90 days before your program end date and no later than 60 days after the program end date. We encourage the student to apply by the earliest date possible.



Application Process

How to Apply

To initiate the process with the International Student Affairs Office, the student must submit the Beulah Heights University **OPT Request Form** (found on the website) to isa@beulah.edu. Please allow at least 3-5 business days for our office to review your status and process the OPT Form I-20.



Please note, the student must be confirmed on the graduation list by the Registrar's Office of all graduates. To verify the student is in the final semester, the student may contact their academic advisor to review remaining courses.

Documents Required in the OPT Application Packet to USCIS

- Application Fee payment - \$410 (Non-refundable)**
 - Payment option – Check (personal or money order) OR [Form G-1450](#) for credit card payment *****Cash not accepted*****
 - Pay to the Order of: **“U.S. Department of Homeland Security”**

- Original [Form I-765](#), Application for Employment Authorization**
 - Download most recent form from USCIS website <https://www.uscis.gov/i-765>
 - We Highly RECOMMEND that you complete the form ELECTRONICALLY to minimize handwriting discrepancies
 - Applicant's HANDWRITTEN SIGNATURE is required in black ink.

- Original [Form G-1145](#), E-Notification of Application / Text Message Update (Optional)**

- Two (2) U.S. Style Passport Photos (2 by 2 inches)**
 - On the back of your photos, write your name, SEVIS Number, and I-94 number
 - Must be in color, white background, and taken recently

- Photocopy of I-94 (paper or electronic)**
 - Electronic I-94 can be retrieved online at <https://i94.cbp.dhs.gov/i94/#/home>

- Photocopy of Passport photo page (Must be valid/ unexpired)**

- Photocopy of F-1 visa photo page**

- ❑ **Endorsed OPT I-20 (given by DSO)**
 - The DSO will provide the endorsed OPT Form I-20 once all required documentation has been gathered. Please note the student must submit the complete application to USCIS within 30 days of the DSO endorsement date.
 - Student will receive two copies (one for your record; one for mailing with your application). Your new I-20 will show the OPT recommendation on page 2. Student must sign and date the “Student Attestation” section.

- ❑ **Additional Supporting Documentation (If applicable)**
 - Photocopies of all previously issued EAD Cards (front and back), and OPT I-20s
 - Photocopy Social Security Card
 - Photocopy of I797 Approval Notice if you changed status in the U.S.

Mailing the OPT Application Packet to USCIS

When all documents are gathered, the student should mail the complete application and required documentation to one of the following addresses (based on your desired mail carrier).

Where to File (USCIS Dallas Lockbox)

Option 1: For U.S. Postal Service (USPS):

USCIS
P.O. Box 660867
Dallas, TX 75266

Option2: For FedEx, UPS, and DHL deliveries:

USCIS
Attn: NFB AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

Reminder:

- *The OPT application MUST arrive at the USCIS Service Center within 30 days from the date the OPT recommendation was made in SEVIS by the DSO*
- *USCIS will deny any applications that are received before or after the filing period - no exceptions*
- *Students should visit the USCIS website at www.uscis.gov/I-765 or call our National Customer Service at 1-800-375-5283 for the most current information about where to file this application.*

When You Receive the I-797 Approval Notice and EAD Card

- ❑ **Reporting Requirements** - Submit approval documents to dso@beulah.edu.
 - I-797 Approval Notice
 - EAD (Employment Authorization Document)

Reporting Employment (Following Approval from USCIS)

Following approval, the student will be responsible for reporting the place of employment directly to the SEVIS record. Please note students can only accrue 90 days of unemployment from the approval date. *Refer to the steps below.*

Steps Following Approval:

- The Department of Homeland Security's (DHS) Student and Exchange Visitor Program (SEVP) will send a link (to your email on file) inviting you to create an SEVP Portal Account. Once you OPT has been approved, the email will be sent from do-not-reply.SEVP@ice.gov. Please always check your Spam, Junk, or Trash folders to see if this email gets redirected.
- Once you have solidified a place of employment, you will need to go and input your employment information directly on your account. If you are having challenges logging in, please email our office to reset your account.
- Use your hiring letter which will indicate many of the points needed to be added to your SEVP portal account (Ex: Supervisor name, number, address, position, full-time/par-time status, etc...). Once inputted, send your hiring letter to dso@beulah.edu for the schools record.
- **Warning:** Failure to report your employment within 90 days of your approval can result in the cancelation of OPT status and run the risk of termination of your F-1 visa status by USCIS.

*****FINAL REMINDERS*****

- You are not authorized to begin employment until the start date on the EAD arrives, even if you have the card in hand.
- Report any additional changes, including names and any change in your non-immigrant status to ISA and on your SEVP portal account
- We encourage students to reach out to our office at least 30 days prior to the OPT end date to discuss future plans to maintain status

Further Questions Regarding OPT?

You can reach the International Student Affairs Office by emailing dso@beulah.edu. Include your SEVIS Number in the subject line, and description of your inquiry or concern regarding the OPT process.

For more information on the overall process from the Department of Homeland Security directly, please [CLICK HERE](#).

FROM THE
INTERNATIONAL STUDENT AFFAIRS
DEPARTMENT

