



## Post-Completion Optional Practical Training – (c)(3)(B)

Optional Practical Training (OPT) is defined by regulation as "temporary employment for practical training directly related to the student's major area of study." It is an employment authorization approved by U.S. Citizenship and Immigration Services (USCIS). You are eligible to receive a total of 12 months of OPT for each higher education degree.

### Eligibility

You are eligible to apply for *Post-Completion* OPT if you meet all the following conditions:

- Are in lawful F-1 status.
- Have been or will be enrolled as a full-time student for at least one academic year.
- Are completing your associate or bachelor's degree program.
- Have not accrued 12 months of full-time Curricular Practical Training (CPT) for the same degree level (Note: Part-time CPT authorization does not affect OPT eligibility.)
- Have not already been approved for OPT in the past at the same degree level or higher.

### Job Offer and Hours

An offer of employment is not required prior to applying for OPT. Employment during OPT must be at least 20 hours per week and must be directly related to the program of study. 90 days aggregate of unemployment during the authorization period results in a student being out of status.

### When to Apply for Post-Completion OPT

You may submit your application to the USCIS up to 90 days before your program end date and up to 60 days after your program end date. Processing time at USCIS varies but is usually about three months. Therefore, students are encouraged to apply early. If you apply after your program end date, you may not get the full 12 months of authorized employment.

### Program End Date and OPT End Date

Your program end date is the date you complete all the requirements for your degree. You are then allowed a *60-day grace period\** to apply for OPT, transfer out, or exit the United States. Your OPT End Date is the employment authorization end date. You are then allowed another *60-day grace period* to transfer out or exit the United States.

### Starting Work

You may not begin work before the beginning date listed on your Employment Authorization Document EAD, or before you receive your EAD card. 90 days aggregate of unemployment during the authorization period results in a student being out of status.

### Travel outside of the U.S.

If USCIS has approved your OPT, you will be expected to have your EAD, passport, visa, and valid I-20 endorsed for travel in hand when re-entering the United States. It is also recommended that you carry proof of employment. It is NOT recommended to travel internationally while your OPT application is pending. If you exceed the limits (90 days) on unemployment while outside the United States, you will not be eligible to re-enter the United States in F-1 status.

### Setting up your SEVP Portal Account

After your OPT is approved, SEVP will email you the instructions on how to set up your SEVP Portal Account. More information can be found at the following link:

[https://studyinthestates.dhs.gov/assets/sevp\\_portal\\_student\\_user\\_guide.pdf](https://studyinthestates.dhs.gov/assets/sevp_portal_student_user_guide.pdf)

### Notification Responsibilities

You must report changes of your contact or employment information within 10 days using your SEVP Portal Account. You are also required to report changes of your contact information to a DSO.

### How to Apply Online for Optional Practical Training

1. Once you have [applied for and received confirmation of graduation](#), complete and send this request to a Dallas College DSO.
2. Once your DSO has requested OPT in SEVIS you will sign, date, and download a copy of your new OPT Request I-20 that will be sent to you via Adobe Sign.
3. [Create a USCIS account](#) and file a form I-765 online using the Step-by-Step OPT Guide.

### Documents You Need to Upload into Your Online Form I-765

- PDF file of the biographical page of your valid passport.
- PDF file of your [most recent I-94](#).
- PDF files of any past CPT I-20s, OPT I-20s, and EADs (Employment Authorization Documents)  
\*If applicable, consult DSO.
- PDF file of your new OPT Request I-20.
- JPG file of a 2x2 passport/visa style photo. [Check photo compatibility here](#).
- Credit or Debit card with \$470 available funding for the USCIS I-765 application fee. This fee is non-refundable once payment has been submitted to USCIS.

**\*DO NOT PAY AND SUBMIT UNTIL A DSO REVIEWS YOUR I-765 DRAFT SNAPSHOT\***

### Student Request and Acknowledgement

*By signing below, I acknowledge that I have read the Optional Practical Training information provided in this document and understand the requirements for requesting OPT. I request DSO action in my SEVIS record to recommend Optional Practical Training and understand that USCIS must receive my complete I-765 application within 30 days of the DSO recommendation.*

_____	_____	REQUESTED OPT START DATE*: _____
<i>Signature</i>	<i>Date</i>	<i>(*must fall within 60-day grace period)</i>

-----  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Dallas College Student ID #: \_\_\_\_\_ SEVIS ID #: \_\_\_\_\_

Current email: \_\_\_\_\_

Current physical address: \_\_\_\_\_

Current mailing address: \_\_\_\_\_

Program of Study: \_\_\_\_\_