



Post-Completion OPT Application Request

Please note several aspects of F-1 post-completion optional practical training (OPT)

1. A post-completion OPT may ONLY be filed **up to 90 days before** completion of studies and **up to 60 days after** completion of studies, and the OPT application must be received by USCIS within 30 days of the date the OPT I-20 is issued by DSO.
2. Employment authorization will begin on the date reflected on the **Employment Authorization Document (EAD)** issued by USCIS.
3. All students are required to update ISS of your name, address, employer's name and address, and any periods of unemployment while on OPT within **10 days** from moving/changing.
4. Limited periods of unemployment to maintain status. (**Students may not accrue more than 90 days of unemployment** during any post-completion OPT carried out under the initial post-completion OPT authorization.)
5. Submit a copy of OPT card to ISS immediately upon your receipt.
6. While on OPT, your job should be directly related to your field of study and commensurate with your level of education.

Part I. Student Information

1. Student Name: _____ 2. Mustang ID/Tech ID: _____ 3. SEVIS No.: _____
4. Degree: _____ 5. Major: _____ 6. Credits Remaining to Graduate: _____
7. Expected Date of Completion: _____ 8. Proposed OPT Start Date: _____ End Date: _____

Part II. Past Employment Information

9. List All Periods of Previous Authorized Employment for Practical Training (if applicable):

Curricular Practical Training	Optional Practical Training

Part III. Contact Information and Signatures (*please only fill out your designated section*)

Student	Academic Advisor/Department Chair
Name:	Name:
Address:	Department:
Phone:	Phone:
Signature:	Signature:
Email:	Email:
Date:	Date:
<i>By signing above, I agree that the information in Part I and Part II is correct. In addition, I agree that if I use a c/o SMSU address on Form I-765, I authorize SMSU to open my mail for processing.</i>	<i>By signing above, I agree that the information in Part I is correct.</i>

Part IV. Instructions

Call (507) 537-6445 to sign up for an OPT workshop at ISS. You can see a list of available workshops here:

<https://www.smsu.edu/campuslife/internationalstudentservices/index.html>

Bring the following with you:

DO NOT STAPLE: ALL COPIES SHOULD BE ONE SIDED

1. Completed Post-Completion OPT Application Request

2. Completed Form G-1145
3. Completed Form I-765 (online or typed)
www.uscis.gov/files/form/i-765.pdf
Sign Form I-765 in blue ink
(Make sure that your signature is within the signature box and does not touch any of the lines)
***Line #16 is (c) (3) (B) for post-completion OPT**
4. Personal check for \$410 payable to the Department of Homeland Security
5. Copy of arrival/departure record
www.cbp.gov/i94
7. Copy of passport and visa
8. A copy of **all** previous I-20s (past and present)
(This includes other schools, degree levels, etc.)
9. Two U.S. **passport-style** photos (print your name on the back of each photo)
Pictures must be no more than 30 days old upon submission
10. A copy of your previously approved OPT card (both sides)

A Designated School Official (DSO) will review your status and if requirements are met, the DSO will generate an **OPT Form I-20** and make the recommendation for practical training on the Form I-20

It is the student's responsibility to timely and properly file the I-765 application.

For U.S. Postal Service (USPS):

USCIS
P.O. Box 21281
Phoenix, AZ 85036

For FedEx, UPS, and DHL deliveries:

USCIS
Attn: NFB AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

If your address provided on Form I-765 is not a Minnesota address, please read **Form I-765 Instructions** to find out the correct filing address:

www.uscis.gov/files/form/i-765instr.pdf