



Linda Bennett
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Post Degree Completion Optional Practical Training (OPT) Application Packet

This packet contains everything you need to prepare your application for
Optional Practical Training:

- Instructions for filing Form I-765 with Immigration
- Form I-765 (Employment Authorization Document (EAD) application form)
- OPT (Sample) Recommendation Forms

*To apply for OPT, read these materials carefully. Fill out the forms as instructed, and call 570-577-1149 to make an appointment with **Linda Bennett Director of Immigration Services (DIS)**, Designated School Official (DSO).*

You need to read the material and complete the form before your meeting the Director of Immigration Services.

Instructions for Filing Form I-765 with the DHS

(This information substitutes for DHS instructions, which accompany Form I-765.)

Purpose of the Application:

Certain non-immigrants may file a Form I-765, Application for Employment Authorization, to request an Employment Authorization Document (EAD). The EAD is evidence that the bearer is authorized to work in the United States. The DHS adjudicates a request for employment authorization by determining whether an applicant (1) is eligible, and (2) has submitted the required information and documentation.

Changing OPT starting and ending dates

When you meet with the DIS advisor, he/she will submit into SEVIS the OPT starting and ending dates you request. Once this request is submitted, it is very difficult for the DIS advisor to change the start and end dates. Instead the DIS must contact the SEVIS Help Desk and ask them to cancel the incorrect dates – a process that can take up to two months or more to complete! The DIS is unable to issue a new I-20 with new dates until the old dates have been cancelled, which could significantly delay your OPT application process. In other words, **you need to be very certain of the starting and ending dates** that you want us to use. If you have any uncertainties about the dates, discuss it with Linda Bennett during your appointment.

Fee:

The cost of filing the I-765 is \$380.00. Personal checks or money orders must be in the exact amount and payable to "Department of Homeland Security." **Personal checks are preferable to money orders**, because they can more easily be traced in case of problems. Please do not post date checks, as your application will be returned.

Required Documentation:

The Vermont Service Center prefers to receive envelopes with the contents in this order:

1. \$380.00 check or money order payable to "Department of Homeland Security"
2. Two "natural color" passport size photos with a white background taken no more than 30 days before submission to the DHS. Lightly print your name and your eleven-digit I-94 number on the back of each photograph with a pencil.
3. Form I-765
4. Photocopy of Form I-20 recommending Optional Practical Training (don't send original)
5. Photocopies of all previous Form I-20's including endorsement page showing any previous OPT recommendations
6. Photocopies of any previous Employment Authorization Documents
7. Photocopy of Form I-94 (both sides, don't send original)
8. Photocopy (clear and distinct) of passport identity page and most recent visa.

When your application is accepted for processing, the DHS will send Form I-797 Notice of Action to the DIS, which my office will open and place into your file, so we have a record of your application and its file number.

Decision on Your Application:

If your application is approved, your EAD will be mailed to the DIS office and we will contact you once it arrives.

In the very unlikely event that your application cannot be granted, you will receive an explanation for the denial.

Processing Time:

If an EAD application has been in process for more than 90 days after the receipt date on your I-797 and no decision has been made, the applicant can apply directly to the local district office in Philadelphia PA for a temporary EAD.

DHS Philadelphia District Office
1600 Callowhill St
Philadelphia PA 19130

If you do not receive your EAD within 90 days of the date your Notice of Action gives as the "Received Date," contact the DIS advisor.

Important Reminders About Travel Outside the United States Before and After Applying for Optional Practical Training (OPT):

- OPT must begin within 60 days of your graduation date
- You may apply for OPT during your 60 day grace period
- If you leave the U.S. before you receive your EAD card, you could potentially be denied re-entry to the U.S.
- Federal regulations specify that in order to re-enter the United States after you have applied for OPT, *you must have with you your EAD*, your I-20, a valid F-1 visa and a valid passport. You should also carry a letter from your employer.

I-765, Application For Employment Authorization

Do not write in this block.

Remarks	Action Block	Fee Stamp
A#		
Applicant is filing under §274a.12 _____		
<input type="checkbox"/> Application Approved. Employment Authorized / Extended (<i>Circle One</i>) until _____ (Date). Subject to the following conditions: _____ (Date). Application Denied. <input type="checkbox"/> Failed to establish eligibility under 8 CFR 274a.12 (a) or (c). <input type="checkbox"/> Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		

I am applying for: Permission to accept employment.
 Replacement (*of lost employment authorization document*).
 Renewal of my permission to accept employment (*attach previous employment authorization document*).

1. Name (Family Name in CAPS) (First)	(Middle)	Which USCIS Office?	Date(s)
2. Ms. Linda Bennett		Results (Granted or Denied - attach all documentation)	
3. Director of Immigration Services		12. Date of Last Entry into the U.S. (mm/dd/yyyy)	
(Apt. Number)		13. Place of Last Entry into the U.S.	
Bucknell University		14. Manner of Last Entry (Visitor, Student, etc.)	
One Dent Drive		15. Current Immigration Status (Visitor, Student, etc.)	
(ZIP Code)		16. Go to Part 2 of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (e)(17)(iii), etc.).	
4. Country of Citizenship/Nationality		Eligibility under 8 CFR 274a.12 (C) (3) (A)	
5. Place of Birth (Town or City) (State/Province) (Country)		17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.	
6. Date of Birth (mm/dd/yyyy)		Degree: _____	
7. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Employer's Name as listed in E-Verify: _____	
8. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single		Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number _____	
<input type="checkbox"/> Widowed <input type="checkbox"/> Divorced			
9. Social Security Number (include all numbers you have ever used) (if any)			
10. Alien Registration Number (A-Number) or I-94 Number (if any)			
11. Have you ever before applied for employment authorization from USCIS?			
<input type="checkbox"/> Yes (If "Yes," complete below) <input type="checkbox"/> No			

Certification

Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in **Part 2** and have identified the appropriate eligibility category in **Block 16**.

Signature _____ Telephone Number _____ Date _____

Signature of Person Preparing Form, If Other Than Above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name _____ Address _____ Signature _____ Date _____

Remarks	Initial Receipt	Resubmitted	Relocated		Completed		
			Rec'd	Sent	Approved	Denied	Returned



**SAMPLE ADVISOR'S RECOMMENDATION LETTERS FOR
OPTIONAL PRACTICAL TRAINING**

(On departmental letterhead; please **use one of the following four texts** that best reflects student's employment option.)

MEMORANDUM

TO: Linda Bennett, Director
Immigration Services
1 Dent Drive
209 Marts Hall

FROM: Name
Department

RE: Recommendation for Optional Practical Training
for _____

DATE: _____

Option 1. During Vacation Periods

_____ is a full-time student in the Department of _____
_____ expecting to complete a _____
_____ degree by _____. The practical training to
engage in employment related to his/her program of study during his/her program of study during
his/her vacation period. We consider such an experience beneficial to a student's program of study.

Option 2. After completion of All Course Requirements

_____ is a full-time student in the Department of _____
_____. S/he has completed all course requirements for the
_____ degree in _____ and is working on his/her
thesis/dissertation or equivalent (please specify Master's project, comprehensive exam, etc.) S/he
expects to complete the degree by _____.

In order for _____ to receive the full benefit of his/her
education, it would be beneficial for him/her to receive practical training in _____
in this country.

Option 3. During the School Year

_____ is a full-time student in the Department of _____
_____ expecting to complete a _____ degree by
_____. The _____ department
recommends that s/he be authorized practical training to engage in employment related to his/her
program of study part-time (20 hours/week or less) during the academic year. We consider such an
experience beneficial to a student's program of study.

Option 4. After completion of the Program of Study

This letter is written to confirm that _____ completed/will complete
all requirements for the _____ degree on _____
(date of completion). In order for him/her to receive the full benefit of his/her education; it would be
beneficial for him/her to receive practical experience in _____ (field of study)
in this country. Therefore, I recommend that s/he be granted practical training.

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