



Post-completion OPT

(Non-STEM major students)

International Students and Scholars Office

309 Wes Watkins Center / 405-744-5459

CAUTION

Do **NOT** complete **I-765** application on USCIS website
without the OPT recommended I-20 from the ISS office



I-765 application will be **denied** or **rejected** by USCIS
if you file without the OPT recommended I-20



What is OPT?

(Post-completion Optional Practical Training)

- Defined as “temporary employment for practical training **directly related** to a student’s major field of study”

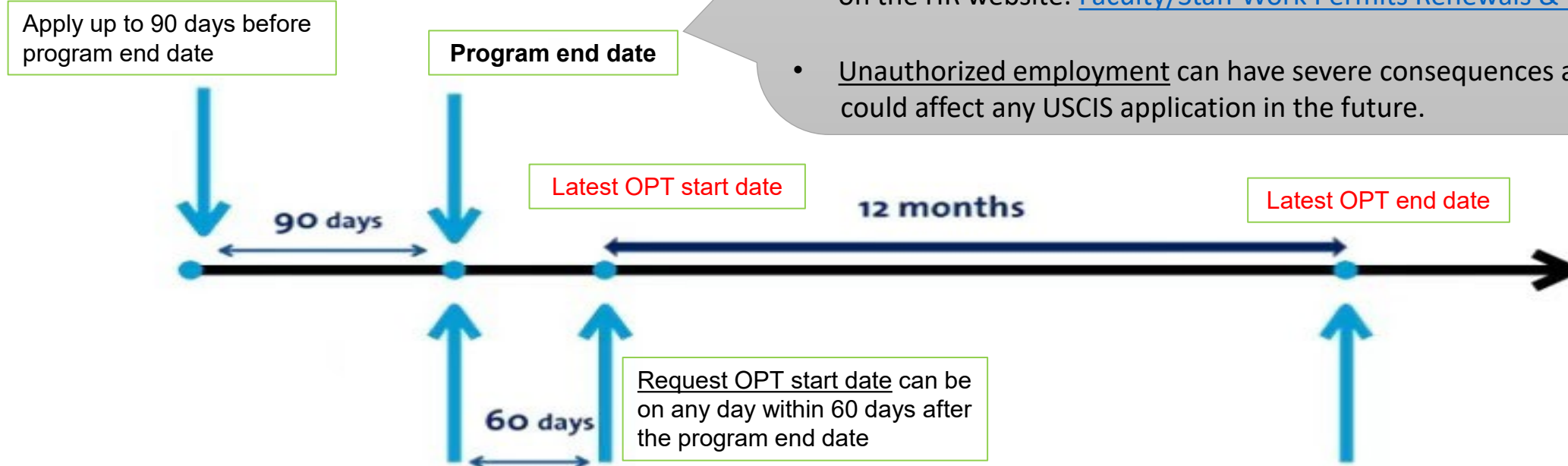
Eligibility

- Post-completion OPT authorization is based on completion of coursework for F-1 students
- F-1 student in good academic standing:
 - ✓ No “I” (Incomplete) grades
 - ✓ Undergraduate GPA: 2.0 / Graduate GPA: 3.0
- Must have been lawfully enrolled on full-time basis at an SEVP approved school for **one academic year**
- F-1 student who has not been granted OPT at current educational level

(Post-completion OPT is available once after completion of **each educational level** – BS, MS, PhD)

Post-completion OPT Timeline

- If you are working on campus, your student employment or graduate assistantship **MUST END** by your **program end date** or the **last day of your final semester**, whichever comes first.
- If you plan to work at OSU after graduation, you must apply for a professional staff work permit after receiving your OPT EAD, **before** starting employment. Instructions and direct link to the Work Permit Renewal form can be found on the HR website: [Faculty/Staff Work Permits Renewals & I-9s](#).
- Unauthorized employment can have severe consequences and could affect any USCIS application in the future.



Post-completion OPT Application Dates

- File OPT **up to 90 days before** the end date of your degree program (last day of final semester)
- File OPT **no more than 60 days after** the end of your degree program
- Students who have a GPA requirement to graduate may choose to apply during 60day grace period
- Students who are missing the thesis deadline during the semester may choose to wait until final grades are posted

**ISS strongly recommends waiting before you apply OPT
until you are certain that you do not need another semester**

Be cautious to pick OPT start date as changing it later may cause issues

Post-completion OPT Requested Dates

- **Requested OPT start date** cannot be later than **60 days** after the program end date
- **Requested OPT end date** cannot be later than **12 months** after the requested OPT start date
- When you **choose the OPT start date**, you may consider

Job start date

USCIS processing time

ISS processing time

Personal needs

etc

Preparation for Post-completion OPT

Is this semester your final semester?

- Confirm with your academic advisor
- **Student & academic advisor** need to complete and sign the **Final Semester Verification Form**
(Graduate students – the **Graduate College** signature is also needed)

Final Semester Enrollment

- If the F-1 student needs only one course to finish the program of study, it cannot be taken through online or distance education.
- If more than one course is required to complete the program, the student must comply with the standard limitations on online education which permit no more than one online course (or three credits) to count toward a full course of study.
- If you are a graduate student with assistantship, consult the Graduate College for assistantship requirements

Caution: Under-enrollment and failure to graduate can result in loss of F1 status & OPT

Preparation for Post-completion OPT

1. Find the **OPT I-20 Request** on ISS Terra Dotta portal
2. **Must read the OPT information PDF** first and start to fill out the request
3. Must complete the **OPT quiz** with a score of 80% or above within 3 attempts
4. After passing the quiz, **complete the Packet, upload** & submit request

Options for Uploading form I-765 in the packet **for ISS to review**

- Start form I-765 on [myUSCIS website](#), **DRAFT it**, **download draft version** and upload it to Packet

OR

- Download [PDF version of form I-765](#) on USCIS website, fill out, and upload it to Packet

Continue to page 9 ➡

Preparation for Post-completion OPT

5. Upon **OPT I-20 Request** submission ISS reviews and contacts you if further clarification is needed
6. ISS issues the **OPT recommended I-20** if everything looks good
 - ❖ OPT I-20 fee (\$150) will be charged to student's bursar on this step
7. Student reviews & signs the OPT I-20
8. **Student completes I-765 application and pays application fee** within 30 days of OPT I-20 issuance

Do NOT complete the I-765 application
without the **OPT recommended I-20** from ISS office

*** ISS does NOT send the application to USCIS for students ***
ISS office reviews the OPT packet to issue OPT I-20

After Receiving OPT I-20 from ISS

Option 1 - File I-765 application with USCIS **ONLINE**

- Get immediate application receipt notice
- Application fee \$470 can be paid by credit/debit card
- No delays with mailing issues
- ISS recommends the online application

OR

Option 2 - File I-765 application with USCIS **by mail**

- Traditional method with hard copy documentation
- Application fee \$520 is paid by check, money order, cashier's check, but no cash
- In case the internet fails!

Do NOT file I-765 application without OPT recommended I-20 from ISS office

Filing OPT Online

Who Can Submit the Form I-765 Online?

Initial release of online I-765 is limited to students in these categories:

(C)(3)(A) Pre-Completion OPT

(C)(3)(B) Post-Completion OPT

(C)(3)(C) STEM Extension

Other categories may submit the paper form I-765

Online Filing Benefits

-  Case status alerts and secure messages
-  See all case correspondence
-  Check your case status and update personal information
-  Upload evidence



Filing OPT Online



Resources ▼ | Sign In ▼



To file Form I-765 online, visit my.uscis.gov and create USCIS online account

Quick Tips

- The online form is the same as the paper version
- USCIS automatically saves your answers, so you can work at your own pace
- Draft forms are saved for 30 days from the last time you worked on your form
- Applicants must be in the U.S. to apply

Filing OPT Online

Filling out Form I-765 Applicant's Declaration / Certification & Paying application fee

- Sign digitally
- Review entire entries before paying
- After agreeing to the applicant statement, you will be directed to pay.gov
- When hit 'Continue' to pay the fee, the form will be submitted
- Once you submit the payment, you **CANNOT** make corrections
- Click on 'Go to my cases' to see your case and receipt notice

The top screenshot shows the USCIS I-765 payment selection screen. It includes the Pay.gov logo, the title 'USCIS I-765', and the instruction 'Please select a payment method:'. There are two radio button options: 'I want to pay with a withdrawal from a checking or savings account (ACH)' and 'I want to pay with a debit or credit card'. The second option is selected and highlighted with a blue dot. Below the options are logos for VISA, MasterCard, American Express, Discover, and PayPal. At the bottom are 'Cancel' and 'Continue' buttons.

The bottom screenshot shows the 'Review and submit payment' screen for USCIS I-765. It includes the title 'USCIS I-765' and the instruction 'Review and submit payment'. A note states '* indicates required fields'. The screen displays the following information: Agency Tracking ID: UNJT31CK7SQ1KH, Payment Amount: \$410.00, Payment Method: Plastic Card, Account Holder Name: Lee Smith, Card Type: VISA, Card Number: *****1111, Billing Address: 20 Ninian Street, Billing Address 2: City: Springfield, Country: United States, State/Province: LA, and ZIP/Postal Code: 39248. At the bottom, there is a checkbox for 'I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.' which is checked. Navigation buttons 'Previous', 'Cancel', and 'Continue' are at the bottom.

Filing OPT By Mail

List to apply for I-765 Application

- \$520 Application fee (Check or Money order)
- 2 passport style photos
- Completed and signed I-765
- Form G1145 - Electronic notification
- Signed I-20 copy with OPT Notation
- **OPT application must be filed within 30 days of date DSO recommendation**
- Copies of all previous OPT & CPT I-20s (if applicable)
- Copies of all previous EADs (if applicable)
- Copy of I-94
- Color copy of valid visa page

Filing location

Mail filers submit applications to
USCIS Chicago Lockbox at:

U.S. Postal Service (USPS):
USCIS
PO Box 805373,
Chicago, IL 60680

FedEx, UPS, and DHL deliveries:
USCIS
Attn: I-765 C03
131 South Dearborn - 3rd Floor,
Chicago, IL 60603-5517

Filing OPT - Address

Highly recommend: **Use the ISS Address as Mailing Address** on I-765 to avoid delivery complications

Part 2. Information About You (continued)

Your U.S. Mailing Address [\(USPS ZIP Code Lookup\)](#)

5.a. In Care Of Name (if any)

5.b. Street Number and Name

309 Wes Watkins Center

5.c. ☐ Apt. ☐ Ste. ☐ Flr.

5.d. City or Town

Stillwater

5.e. State

OK

 5.f. ZIP Code

74078

6. Is your current mailing address the same as your physical address? ☐ Yes ☒ No

NOTE: If you answered “No” to **Item Number 6.**, provide your physical address below.

- ISS address:
309 Wes Watkins Center, Stillwater, Oklahoma, 74078
- If you use ISS address on Mailing address, also enter **your own address** on physical address section

Filing OPT – Additional Information

Previous OPT / CPT / SEVIS ID

Additional Information section (Page 7, Part 6 on I-765 Form) – Enter Previous OPT, CPT & SEVIS ID# if applicable

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page and file with this application or attach a separate sheet. Type or print your name and A-Number (if any) on each sheet; indicate the Page Number, Part Number, and Item Number to which your answer refers; and date each sheet.

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) ▶ A-

3.a. Page Number 3.b. Part Number 3.c. Item Number

3.d. Current SEVIS ID# N00012345678.

Master's degree;

Previous CPT:

Full-time 05/20/2017 - 08/15/2017

4.a. Page Number 4.b. Part Number 4.c. Item Number

4.d. Previous SEVIS ID# N00222333555.

Bachelor of Science

Previous CPT:

Full-time: 05/14/2015-08/15/2015

Previous OPT:

Post-Completion: 05/21/2016-08/20/2017

Filing OPT – Photos

USCIS will schedule a **biometric appointment** to take a picture once they receive your I-765

- **USCIS** will no longer accept **self-submitted photos**, and **limits reuse of photos**
- If you have done a biometrics with USCIS recently, they may waive the biometric requirement for your I-765
- They send you an appointment close to your physical address
- Re-schedule is available - different location, earlier date, later date, different time, etc

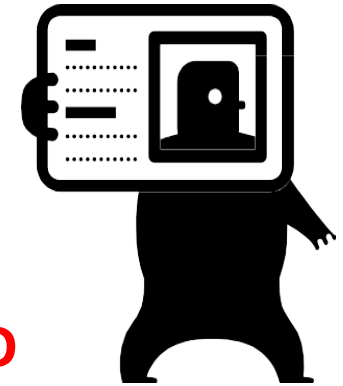
[Biometric Services Appointment](#)

EAD - Employment Authorization Document

- USCIS authorizes employment with the approval of EAD
Average processing time for I-765 of C3 categories is **4-5 Months**

Check on USCIS website ➞ [Case Processing Times](#)

- Only the **EAD card authorizes employment**
I-765 receipt does **NOT** authorize employment
- **Official dates of employment authorization** are verified on the **EAD**
- Start working after receiving the EAD



EAD - Employment Authorization Document

UNITED STATES OF AMERICA EMPLOYMENT AUTHORIZATION CARD

Surname [Redacted]
Given Name [Redacted]
USCIS# [Redacted] Category Card# C03B [Redacted]
Country of Birth India
Terms and Conditions Student: Post-Completion Opt
Date of Birth [Redacted] Sex F
Valid From: 06/05/17
Card Expires: 06/04/18
Signature Waived
NOT VALID FOR REENTRY TO U.S.

Photo

Do NOT start employment before Start Date indicated on EAD

Documents needed for international travel during OPT

- Valid passport & F1 visa
- Recently travel endorsed I-20
- Valid EAD card
- Job offer letter

Limit your time outside of the U.S.

If you plan to work at **OSU** while on OPT, you must contact [Lizz Scott](#) at OSU HR to apply for a professional staff work permit after receiving your OPT EAD card, **before** starting employment.
elizabeth.scott@okstate.edu

EAD - Delivery Procedure

- If you entered ISS as your mailing address



ISS will **notify you by email** (iss@okstate.edu) upon ISS receipt of EAD



You can either

1. **Pick up** EAD in person at ISS office or
2. **Order eShip** for **delivery** by express mail only (FedEx, UPS, DHL)

[E-Ship](#)

Create account, enter your name, CWID, & request packet from ISS office as sender

OPT Reporting Requirements

SEVP (Student and Exchange Visitor Program) portal

- SEVP sends the **portal activation link** to you on or after your OPT start date
- SEVP email comes **from:** do-not-reply.sevp@ice.dhs.gov
to: your email registered on SEVIS system
 - If you are not sure which email address you have on SEVIS or want to change it, contact ISS iss@okstate.edu
 - Be sure SEVIS has the correct email address at the time of OPT application
- It is the **student's responsibility** to report any employment (including volunteering) or personal information changes through **SEVP** (only students have access)

OPT Reporting Requirements

- **SEVP Portal** allows F-1 students to **report** information directly to fulfill legal reporting requirements
- Report any employment or other changes **within 10 days**
- SEVP Portal allows you to :
 - View your post-completion OPT status
 - Report changes – address, phone, & employer information
 - View & update your employment

[SEVP portal User Guide](#)

SEVP Response Center

SEVP@ice.dhs.gov

OPT Reporting Requirements

Adding Employer – via SEVP Portal

- **Relation to Field of Study:**

Explain how employment is related to your field of study

Example: "I studied Management Information Systems and now work for a Software company using data mining, analytics, big data skills, and programming languages (hadoop, SAS) which is knowledge gained during my **MS / PHD** study."

☐ Self Employed

Employer Name: Required
Enter the legal name of the company that hired you.

Employer Address: Required
Address:
Enter the address where you work. Enter the street address in the top line. Use Address 2 line for the name of the building, if it is normally part of the address. See <https://studyinthestates.dhs.gov> for more details.

Address 2: *Optional*

City: **State:**

Zip Code:

Job Title:
Enter the title of your job for the company that hired you.

Full/Part-time: Required
☒ Full-time ☐ Part-time

Employment Start Date: Required
Enter the start date for your job with the company that hired you. This date cannot be before your OPT start date.
Month Day Year

Employment End Date:
If your job offer has an end date, enter this date. Leave this field blank if you do not know when your job will end.
Month Day Year

Relation to Field of Study: Required
Explain how this job relates to the degree that qualified you for this OPT.

Delete Employer **Add Employer**

OPT Reporting Requirements

Adding the Employer – via the ISS Webpage

- Use the ISS link if you have problems with the SEVP Portal

- [ISS reporting link](#)

- [ISS website](#) -> Forms -> F1 Students -> OPT / STEM OPT

OPT / STEM OPT

[Apply for OPT](#)

[OPT-STEM Extension / OPT-STEM Reports](#)

[12-month Post-Completion OPT Employment Update Form](#)

- Keep all documentation of your OPT employment
(You may be asked to provide proof showing your employment is related to your field of study in the future)

OPT Employment

- **Report any employment** (including volunteering) in the SEVP portal **within 10 days** of changes
[ISS OPT employment update form](#) is also available on ISS website in case the SEVP portal has issues
- Students must work(paid) or volunteer in their **field of study** with their current degree
- Students must work **at least 20 hours per week** to be considered employed
- Keep records & report employment / volunteer work
- Find more information
 - [Study in the States](#)
 - [DHS – Policy Guidance](#)
 - [ISS website](#)

OPT Employment

Employment Types

- **Regular paid employment** (multiple employers are allowed)
- **Short-term multiple employers** (gigs)
- **Work for hire** – 1099 employment (contractual relationship)
- **Self-Employed** – prove proper licenses
- **Agency or consulting firm** (Caution - employee & employer relationship)
- **Volunteers or unpaid internships** in your field of study
(Post-completion OPT only – [not available for STEM OPT extension](#))

OPT Employment

Volunteering & Unpaid Internships

- Student may work as a volunteer or unpaid intern in their [field of study](#), where this practice does not violate labor laws
- At least **20 hours** per week
- Be able to provide evidence acquired from employer (ISS does not need verification)
- Must not violate any labor laws - [Dept of Labor Fact Sheet](#) #71: Internship Programs Under Fair Labor Standards Act

OPT Employment

Volunteering & Unpaid Internships

Recommended information to include in an offer letter for the volunteer position

- ✓ Job start date / End date
- ✓ If the job is full-time or part time
- ✓ If the job is paid or unpaid (Clarify volunteership)
- ✓ Company letter head & address
- ✓ Supervisor's information (first & last name, email, phone number)
- ✓ Position title
- ✓ List of works you will be performing
- ✓ Where the job is located (physical location or remote)
- ✓ Issued date
- ✓ Signature from company represent / supervisor
- ✓ EIN (Employment Identification Number / if applicable)

OPT Employment

Unemployment Period

Total **unemployment period** under Post-completion OPT
90 cumulative days

- **Consequences of exceeding unemployment period**

⇒ **SEVIS record** might be **terminated** by system automatically or by DHS manually

- Prior to reaching the **limit of allowed unemployment**, prepare to:
 - Transfer out
 - Change educational level (only to a higher level)
 - Complete change of status
 - Depart the U.S.

Social Security Card

If you already have the Social Security card (SSN) issued by the Social Security Administration (SSA), skip to the next slide

If the Social Security Administration (SSA) has never issued the Social Security card to you, you may request one **directly to a SSA office.**

You can Request a Social Security Number after receiving your EAD card. Please note that the Social Security Administration will not allow you to apply for the SSN until on or after the start date on the EAD.

Request a Social Security number

- Instruction for SSN Application: [SS5 - FS.pdf](#)
- SSN Checklist: [SSN Checklist.pdf](#)
- Information about SSN for International Students: [International Students and Social Security Numbers](#)
- [Social Security Office Locator](#)

ISS OPT Fees

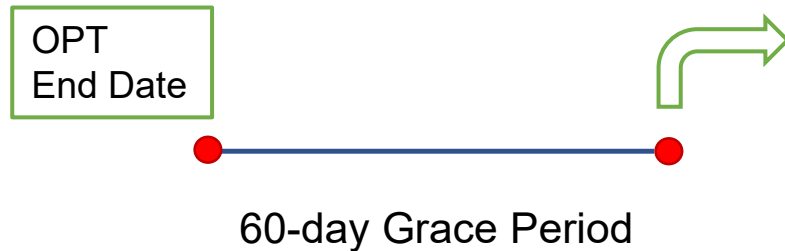
In an effort to increase support services for OSU international students and alumni the ISS would like to announce the following fees.

- **\$150 F-1 Optional Practical Training Fee** per application
- **\$300 F-1 STEM Optional Practical Training Fee** per application

This will be charged to your bursar account when OPT or STEM OPT I-20 is issued.

After OPT Completion

You have a **60-day grace period** following your OPT end date



You must choose one of following :

- **Depart the U.S.** by end of 60-day grace period
- **Change educational level** at OSU for a higher degree
- **Transfer out** to another school and start new program for a higher degree level
(new program must start no later than 5 months from OPT end date)
- Complete **change of status**

USCIS Premium Processing - optional

- **Form I-907, [Request for Premium Processing Service](#)** is available to F-1 students who are-
 - Initially filing Form I-765
 - Already have a pending I-765 and wish to request a premium processing upgrade
 - Applying for I-765 renewal (STEM OPT extension)
- **Filing fees:** \$1,780

[USCIS – Premium Processing Information](#)

Enter this code on the
OPT quiz - Question #1

2026

International Students & Scholars Office

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iss.okstate.edu

