



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 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 Application Dates

- You can start to 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 60-day grace period
- Students who are missing the thesis deadline during the semester may choose to wait until final grades are posted

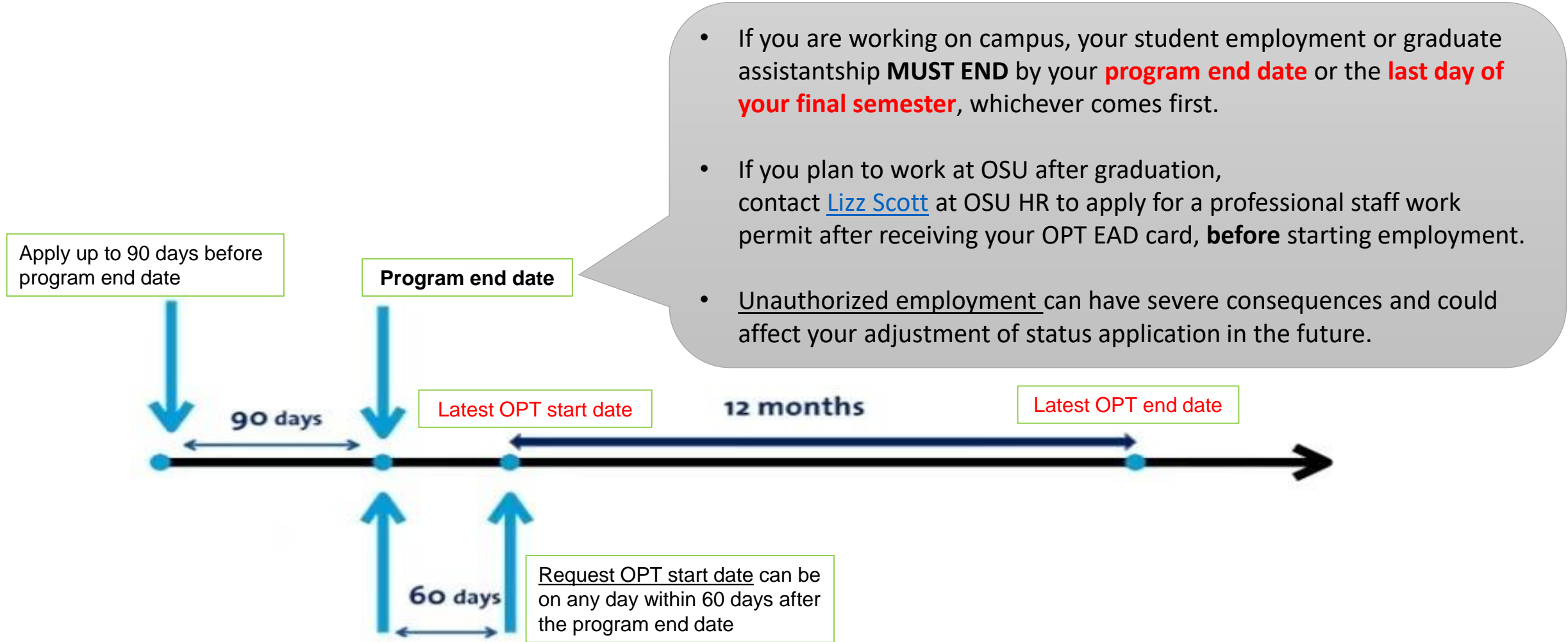
**ISS strongly recommends waiting before you apply OPT
until you are certain that you do not need another semester**

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

Post-completion OPT Requested Dates

- **Requested OPT start date** cannot be more than **60 days** after the program end date
- **Requested OPT end date** cannot be more than **12 months** after the requested OPT start date
- EAD start date will be the requested date or date of approval, whichever comes later
- If approved after the requested start date, the approved end date will be extended to reflect that (up to 14 months)
- 14-month limit = 60-day grace period + 12 months of OPT
- When you **choose the OPT start date**, you may consider
 - Job start date, USCIS processing time, ISS processing time, Personal needs, etc.

Post-completion OPT Timeline



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

- Per immigration regulations, students in their final semester are required to take at least 1 in-person course
(but not required to take a certain number of credit hours)
- If you are a Master's or PhD student with assistantship, consult the Graduate College for requirements to keep your assistantship

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
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 USCIS website, **DRAFT it**, **download draft version** and upload it to Packet (<https://my.uscis.gov>)

OR

- Download PDF version of form I-765 on USCIS website, fill out, and upload it to Packet (<https://www.uscis.gov/sites/default/files/document/forms/i-765.pdf>)

Continue to page 7 

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
7. Student reviews & signs the I-20
8. **Student completes I-765 application & pays application fee to USCIS**

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

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

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

To file Form I-765 online, visit my.uscis.gov to 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 - Formats

- Photos : JPG, JPEG, or PNG
- Documents : JPG, JPEG, PDF, TIF or TIFF
- Foreign language documents must have English translation
- Maximum size : 6 MB per file
- The only characters allowed in document file names are :
English letters, numbers, spaces, periods, hyphens, underscores, parentheses
- Do NOT use special characters

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 image displays two screenshots from the USCIS I-765 payment process. The top screenshot, titled 'USCIS I-765', prompts the user to 'Please select a payment method:'. It offers two options: 'I want to pay with a withdrawal from a checking or savings account (ACH)' (unselected) and 'I want to pay with a debit or credit card' (selected). The selected option includes logos for VISA, MASTERCARD, AMERICAN EXPRESS, and DISCOVER. Below the options are 'Cancel' and 'Continue' buttons. The bottom screenshot, also titled 'USCIS I-765', is for 'Review and submit payment'. It lists the following details: Agency Tracking ID: LN.IT31CK7SQ1KH, 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: Springfield, 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.' and buttons for 'Previous', 'Cancel', and 'Continue'.

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 By Mail

Mail filers only

Mark 'N/A' on text fields that don't apply

If a question does not apply to you, type or print "N/A" unless otherwise directed.

(For example, if you have never been married and the question asks, "Provide the name of your spouse", enter N/A.)

If your answer to a question which requires a numeric response is zero or none, type or print "None" unless otherwise directed.

(For example, "How many children do you have" or "How many times have you departed the United States".)

► **START HERE - Type or print in black ink.** Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed.

Part 1. Reason for Applying	Other Names Used
I am applying for (select only one box): 1.a. <input checked="" type="checkbox"/> Initial permission to accept employment. 1.b. <input type="checkbox"/> Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error. NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details. 1.c. <input type="checkbox"/> Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)	Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6. Additional Information. 2.a. Family Name (Last Name) <input type="text" value="N/A"/> 2.b. Given Name (First Name) <input type="text" value="N/A"/> 2.c. Middle Name <input type="text" value="N/A"/> 3.a. Family Name (Last Name) <input type="text" value="N/A"/> 3.b. Given Name (First Name) <input type="text" value="N/A"/> 3.c. Middle Name <input type="text" value="N/A"/> 4.a. Family Name (Last Name) <input type="text" value="N/A"/> 4.b. Given Name (First Name) <input type="text" value="N/A"/> 4.c. Middle Name <input type="text" value="N/A"/>
Part 2. Information About You Your Full Legal Name 1.a. Family Name (Last Name) <input type="text" value="Pete"/> 1.b. Given Name (First Name) <input type="text" value="Pistol"/> 1.c. Middle Name <input type="text"/>	

ISS does **NOT** recommend to enter 'N/A' under Middle Name. USCIS might mistakenly use NA as your middle name on your EAD. If you do not have a middle name, leave it blank.

Filing OPT - Address

Both for mail & online filers

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

5.c. Apt. Ste. Flr.

5.d. City or Town

5.e. State 5.f. ZIP Code

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, enter your own address on physical address section

Filing OPT – Additional Information

Both for mail & online filers

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

How to Track the OPT Application

Mail filers only

Online tracking after obtaining **OPT receipt number**

1. Go to USCIS.gov
2. Find USCIS Case Status Service Online
3. Check processing times – 90 days or more

• Check My Case Status
• Sign-in to My Account
• Sign-up for Case Updates
• **Check Processing Times**
• Change Of Address Online
• e-Request
• Office Locator

My Case Status
[Para tener acceso a este sitio en Español.](#)

Your Current Case Status
Enter your receipt number

Check Status

USCIS National Contact Center
1-800-375-5283

EAD - Employment Authorization Document

- USCIS authorizes employment with the approval of EAD
(normal processing time is **90-120 days**)
- I-765 receipt does **NOT** authorize employment
- **Only the EAD card authorizes employment**
- **Official dates of employment** are verified on the **EAD**
- Start working after receiving the EAD



EAD - Employment Authorization Document



Do NOT start employment before Start Date indicated on EAD

Documents needed for international travel during OPT

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

Limit your time out 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 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: <https://study.eshipglobal.com>

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

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
(<https://okstate.forms-db.com/view.php?id=453764>)
- 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

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 of volunteer work
- Dept of Labor (Fact Sheet #71: Internship Programs Under Fair Labor Standards Act) - must not violate any labor laws

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
- Prior to reaching the **limit of allowed unemployment**, prepare to:
 - Transfer out
 - Change educational 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 **when filing the I-765 application**
- Refer to I-765 official instructions, (page 2, part 2, items 13.a.-17.b. of Form I-765)
(<https://www.uscis.gov/sites/default/files/document/forms/i-765instr.pdf>)

Item Numbers 13.a. - 17.b. Questions regarding Social Security Number (SSN). **Item Number 13.a.** asks you if the Social Security Administration (SSA) has ever officially issued you a Social Security card. If the SSA ever issued a Social Security card to you in your name or a previously used name such as your maiden name, then you must enter the SSN from your card in **Item Number 13.b.**

OPT Reporting Requirements

SEVP (Student and Exchange Visitor Program) portal

- SEVP sends the **portal activation link** to you a few days after your OPT start date
- SEVP email comes **from:** do-not-reply.sevp@ice.dhs.gov
 - to:** your email registered on SEVIS system (I-20)
 - 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

https://studyinthestates.dhs.gov/assets/sevp_portal_student_user_guide.pdf

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, R, SAS) which is knowledge gained during my **MS / PHD** study."
- Watch out for character limits

The screenshot shows a web form for adding an employer. It is divided into two main columns. The left column contains the following fields: a checkbox for 'Self Employed'; 'Employer Name: Required' with a text input field; 'Employer Address: Required' with a text input field; 'Address 2: Optional' with a text input field; 'City:' with a text input field and 'State:' with a dropdown menu; and 'Zip Code:' with a text input field. The right column contains: 'Job Title:' with a text input field; 'Full/Part-time: Required' with a dropdown menu; 'Employment Start Date: Required' with three input boxes for Month, Day, and Year; 'Employment End Date:' with three input boxes for Month, Day, and Year; and 'Relation to Field of Study: Required' with a large text input field. At the bottom of the right column, there are two buttons: a red 'Delete Employer' button and a blue 'Add Employer' button.

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: <https://lcl.okstate.edu/iss/forms.html>

OPT / STEM OPT

[Apply for OPT](#)

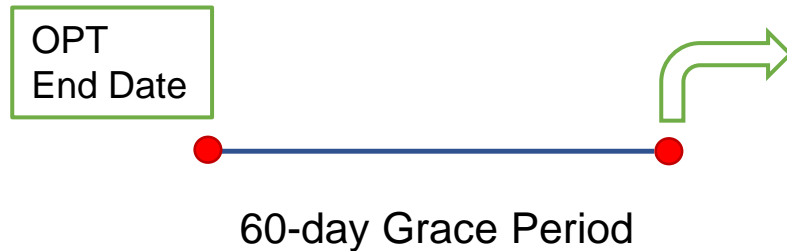
[OPT-STEM Extension / OPT-STEM Reports](#)

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

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

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 days
- **Change educational level** at OSU for different degree
- **Transfer out** to another university and start new program
(no later than 5 months from date of OPT end date)
- Complete **change of status**

USCIS Premium Processing - optional

- **Form I-907, Request for Premium Processing Service** is now also available to F-1 students who have a pending Form I-765, Application for Employment Authorization and wish to request a premium processing upgrade.

USCIS – Premium Processing Information

<https://www.uscis.gov/forms/all-forms/how-do-i-request-premium-processing>

FAQs

- Q1. Do I need to provide a completed and signed form I-765 to ISS if I am applying online?

A1. Yes, ISS needs the information to issue your OPT I-20.

- Q2. Do I need to send my dependent(s)' F-2 I-20(s) along with my OPT application to the USCIS?

A2. No, Just the F-1's OPT I-20 will be needed.

- Q3. How do I prove that OSU is a SEVP certified institution?

A3. Your I-20 page 1 indicates OSU's certification and SEVIS school code.

FAQs

- Q4. Do I need to have an SSN before applying for OPT?

A4: No, You may refer to the [I-765 official instructions](#), especially regarding page 2, part 2, items 13.a.-17.b.

- Q5: Can I travel internationally after applying for OPT?

A5: We do not recommend travelling internationally prior to receiving the EAD unless there is a compelling reason.

Enter this code on the
OPT quiz - Question #1

2025

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