Optional Practical Training (OPT)

WASHINGTON UNIVERSITY *of* VIRGINIA

Optional Practical Training (OPT) is a type of work available for eligible F-1 students. OPT provides practical work experience that is directly related to a student's major area of study.

- Student must be a valid F-1 who has <u>completed</u> all degree requirements before OPT begins. WUV has **post**-completion OPT only, and does not offer a **pre**-completion OPT.
- Students may engage in a OPT for up to 12 months <u>at each degree (program) level</u>.
- Students <u>cannot</u> be granted multiple OPTs for the same program level.
- Student must work **at least** 20 hours per week on OPT.

Requesting an OPT

A valid F-1 student may request an OPT recommendation **up to 90 days before, or up to 60 days after your program end date.** It is recommended that a student fill out the WUV request form and apply to USCIS as soon as possible because it may take up to 3 months to approve the employment authorization.

1) Confirm you are in your last semester and <u>have already applied for graduation</u>.
2) Satisfy all WUV financial obligations and return all library books.
3) Go to the Registrar's Office or **wuv.edu/practical-training** for the OPT application.
4) Read, complete, and sign the OPT Application Form and pay the non-refundable fee.

You will receive a new Initial I-20 with OPT request on the second page.
See "Instructions for OPT Employment Authorization to USCIS" for more information.

After Receiving Your EAD card / While on OPT

1) Submit your EAD card to the registrar's office.
2) Submit your job offer letter with your EAD card. If you do not have a letter at that time, it must be submitted within 90 days after your EAD's start date.

> *Job Offer letter must have the following information on company letterhead:*
>
> - Name and address of employer
> - Contact information of supervisor
> - Brief description of job duties and position
> - Exact start & end dates of employment (Must be 12 months or less).
> - Number of hours per week = at least 20 hrs/week

3) Notify WUV within 10 days of any changes to employment or personal information.
4) A maximum of 90 days is allowed for unemployment during your authorization dates. Every day you do not have employment information in the system, you are "unemployed". Therefore, you must enter your employment info in the SEVIS Portal or submit it to your DSO.
5) If you travel outside the U.S, you must get a DSO signature.
6) After your OPT completion date (on your EAD card), you have 60 days to transfer to/change to new program or leave the US.
7) If you transfer to another school while on OPT, your OPT will end the day your I-20 is transferred. You will not be allowed to work after your I-20 is transferred because USCIS will terminate you EAD.
   If you <u>do not</u> work, then your F-1 status will stay valid.

Optional Practical Training (OPT) Request

WASHINGTON UNIVERSITY *of* VIRGINIA

TO BE FILLED OUT BY STUDENT

Student ID	Name	Program
DOB (mm/dd/yy)	E-mail	Contact Number

1. When will you complete your program? ☐ May 31 _____ (Year) ☐ December 31 _____ (Year)

Your I-20 will be shortened to reflect this date if it does not coincide with what is currently printed on your I-20.

2. What are your Requested Dates of OPT? START: _____ END: _____

Requested OPT start date must be between 1-60 days after the program end date listed above.
Requested OPT end date must be exactly one year after requested start date.
These dates could change based on USCIS approval dates.
OPT employment must be 20 or more hours per week (full-time)

3. Have you ever taken full time CPT for 12 months or more? ☐ Yes ☐ No

4. Please pay processiong fee ($100 Non-refundable)

☐ I have read and understand the OPT information given to me by the Registrar and/or DSO.

☐ I will apply to USCIS within 30days of my OPT I-20 issue date or my OPT will be denied.

☐ I agree to provide a copy of my EAD and employment information (job offer letter) <u>no later than</u> 90days after EAD approval.

☐ I agree to update any employment info, personal info, address change, or status change within 10days.

Student Signature: _____ Date: _____

<OFFICE USE ONLY: Request>

Registrar Signature: _____ Date: _____   Finance Signature: _____ Date: _____

Library Signature: _____ Date: _____   DSO Signature: _____ Date: _____

<OFFICE USE ONLY: Employment>

☐ USCIS Approval   ☐ USCIS Denial

Employment relates to degree program verified by _____ Date: _____
Program Director

EAD received and employment info entered in SEVIS by _____ Date: _____
P/DSO

10/3/2023