

GENERAL INFORMATION

Optional Practical Training (OPT) for F-1 students is intended to provide hands-on practical work experience complementary to the academic program. An F-1 student is eligible for a **MAXIMUM OF 12 MONTHS**. However, if a student begins a new academic program at a higher level (e.g. masters after bachelor's degree or PhD after masters), the student is eligible for another 12 months of OPT.

While on optional practical training, individuals are still considered to be F-1 students at Wayne State even though they may be working elsewhere in the United States. **They are required to report within 10-days any changes in name, address, employer's information and periods of interruption in employment.**

This type of OPT is available to students who have been lawfully enrolled on a full-time basis for at least one academic year. OPT is available in the following cases:

1. Part-time or full-time work during the student's annual vacation and at other times when school is not in session, if the student intends to register for the next term of the session
2. Part-time work while school is in session
3. Part-time or full-time work after completion of graduate course requirements excluding a thesis or dissertation
4. Full-time work after completion of the course of study

It is important to note, however that:

- Part-time Pre-OPT (20 hours per week or less) is deducted from the available OPT time. For example, 2 months of part-time Pre-OPT would count as 1 month of full-time OPT and will be deducted from the available 12 months.
- Full-time Pre-OPT is deducted from the available OPT time. For example, 4 months of full-time pre-OPT will be deducted from the available 12 months

Please keep in mind that OISS will **not authorize CPT** after post-completion OPT has been recommended. Thus, if there is any possibility for CPT in your last semester, please hold off on your application for post-completion OPT. And also be reminded that if you exceed 365 days of full-time CPT, you will not be eligible for OPT. The use of part-time CPT does not count towards the 365 days of full-time CPT "trigger" that eliminates eligibility of OPT.

Once you have completed all requirements and have submitted your application to OISS, please allow 7 – 10 business days for processing.

It is currently taking USCIS approximately 3 months to process applications for Optional Practical Training. Thus, it is important to apply as early as possible. For options 1, 2, and 3 students can apply as early as 90 days before their intended start date for OPT. (Reminder: Students using option 3 must still be enrolled full time, excluding vacations). Students applying based on option 4 must complete and send their application to USCIS before they complete their degree program and can apply 90 days prior to program end date and up to 60 days after the program end date, provided that it **is filed with the USCIS** within 30 days of the date the DSO enters the OPT recommendation into SEVIS.

Students making a trip outside of the United States while on practical training after graduation will need a **travel signature** from an advisor in OISS on their I-20 within the last six months for re-entry into the United States. OISS recommends that you **always consult with an OISS advisor prior to leaving the U.S.**

APPLICATION PROCEDURE CHECKLIST

PART #1: Make an appointment and bring the following to OISS:

- Completed USCIS Form I-765 (<https://www.uscis.gov/i-765>)
For guidelines on how to complete the form I-765 click here:
https://oiss.wayne.edu/immigration-visas/f1_form_i-765_guidelines.pdf
- Completed USCIS Form G-1145 (<https://www.uscis.gov/g-1145>)
- All Form I-20(s)
- Passport
- Visa Page
- Form I-94
- Completed OISS Form *Optional Practical Training Recommendation* (Page 6)
- OPT Reporting Acknowledgment Form (Page 5)

After reviewing the material listed above, an OISS advisor will prepare a SEVIS I-20 recommending OPT on the employment page.

PART #2: Students may not legally begin working until an Employment Authorization Document (EAD) has been issued by USCIS. The student must send the following documents to the lockbox (Page 4) for approval and issuance of an EAD:

1. Completed USCIS Form G-1145
2. Completed USCIS Form I-765 (See note above)
3. Personal check or money order in the amount of \$410 (\$550 starting October 2, 2020) payable to the U.S. Department of Homeland Security (**MUST** be drawn at a financial institution that is physically located in the U.S.)
4. Photocopy of Form I-20s, including the OPT I-20 with OISS adviser's recommendation for practical training on Page 2
5. Photocopy of Form I-94 (front and back)
6. Photocopy of passport and visa (**MUST** include a clear copy of photo page and page of expiration)
 - *If you are a Canadian citizen, you may enclose a copy of your citizenship card, or a birth certificate and a government-issued photo ID.*
7. Two U.S. passport-style photos as follows:
 - a. Photos **MUST** have been taken within the **last 30 days**
 - b. Full face, front view, eyes open, without glasses
 - c. Make sure photo presents full head from top of hair to bottom of chin
 - d. Height of head should Measure 1 inch to 1-3/8 inches (25 mm to 35 mm)
 - e. Center head within frame
 - f. Make sure eye height is between 1-1/8 inches to 1-3/8 inches (28 mm and 3 mm) from bottom of photo
 - g. Photo should be against a plain white or off-white background and there should be no distracting shadows on the face or background
 - h. Lightly print your name on the back of each photo with a pencil

PART #3: Mail the completed documents from **PART #2** by certified mail to one of the lockbox addresses (Page 4)

PART #4: Please do not wait to mail your OPT application as it must be **received by USCIS within 30 days** after the OPT I-20 was issued.

PART #5: If you later decide **not** to mail your OPT application (Form I-765 plus supporting documentation) to USCIS for any reason, you must notify an OISS advisor **immediately** so that we may timely cancel your OPT recommendation in SEVIS as well. Failure to inform an OISS advisor that you are not applying for OPT can cause problems for you in the future.

PART #6: Students on post-completion OPT cannot have more than an aggregate of 90 days of unemployment.

AFTER YOU RECEIVE YOUR EAD:

PART #7: Submit a photocopy of your Employment Authorization Document (EAD) to OISS. USCIS requires that a copy of this document be kept in your file. **Please do not forget this step!** You can fax, mail or email a scanned copy.

AFTER ACCEPTING NEW EMPLOYMENT OR CHANGING EMPLOYMENT:

PART #8: You must update the OPT Reporting Portal (<https://online.oiss.wayne.edu/optreporting/>) ensuring that your personal data is correct, adding the new job information, and making changes to your current employment record, if any.

PART #9: You must send copies of your Offer Letter and the Job's Description to the OISS. (oissmail@wayne.edu). The job description must include the position's degree requirements.

REPORTING REMINDER:

PART #10: You signed the OPT Reporting Acknowledgment Form (Page 5) at the time of the OPT application process. You have acknowledged your responsibility to report any changes in name, address, employer's information and periods of interruption in employment to OISS during your OPT period. In order to comply with this requirement, you are required to report these updates by filling out the *OPT Information Reporting (Online)* found at the OISS website by clicking on forms: <https://online.oiss.wayne.edu/optreporting/>

MAILING LOCATIONS

<u>LIST OF SERVICE CENTERS</u>	
IF YOU LIVE IN:	MAIL YOUR APPLICATION TO:
<p>Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Commonwealth of Northern Mariana Islands</p>	<p style="text-align: center;"><u>USCIS Phoenix Lockbox</u></p> <p>For U.S. Postal Service (USPS) Deliveries: USCIS PO Box 21281 Phoenix, AZ 85036</p> <p>For Express Mail and Courier Deliveries: USCIS ATTN: AOS 1820 E. Skyharbor Circle S. Suite 100 Phoenix, AZ 85034</p>
<p>Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia</p>	<p style="text-align: center;"><u>USCIS Dallas Lockbox</u></p> <p>For U.S. Postal Service (USPS) Deliveries: USCIS PO Box 660867 Dallas, TX 75266</p> <p>For Express Mail and Courier Deliveries: USCIS ATTN: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</p>

OPT REPORTING ACKNOWLEDGEMENT FORM

Student’s Responsibilities:

The Department of Homeland Security (DHS) requires F-1 students on Optional Practical Training (OPT) to report the following to the Office of International Students and Scholars **within 10 days of the occurrence:**

- Personal Address, Phone Number, and Name Changes
- Job Losses and Periods of Unemployment
- New Jobs or Job Changes
 - Must change employer information in the OISS OPT Reporting Portal (<https://online.oiss.wayne.edu/optreporting/>)
 - Must send Offer Letter and Job Description with Degree Requirement to OISS (oissmail@wayne.edu)

Please review the following regulations:

- 8 CFR 214.2(f)(5) defines the duration of status for F-1 students as “the time during which an F-1 student is pursuing a full course of study at an educational institution approved by the Service for attendance by foreign students, or engaging in authorized practical training following completion of studies ...”
- 8 CFR 214.2(f)(17) requires that “A student must inform the DSO and the Service of any legal changes to his or her name or of any change of address, within 10 days of the change, in a manner prescribed by the school. A student enrolled at a SEVIS school can satisfy the requirement in 8 CFR 265.1 of notifying the Service by providing a notice of a change of address within 10 days to the DSO, who in turn shall enter the information in SEVIS within 21 days of notification by the student.”
- 8 CFR 214.2(f)(12) requires that “An F-1 student authorized by the Service to engage in practical training is required to report any change of name or address, or interruption of such employment to the DSO for the duration of the authorized training.”
- 8 CFR 214.3(g)(3) requires reporting within 21 days of change in “Any other notification request made by SEVIS with respect to the current status of the student”.

I acknowledge that I am responsible for reporting the above mentioned DHS requirements to the Wayne State University Office of International Students and Scholars as specified in the regulations.

I also acknowledge that in case I have to depart the U.S. during my valid OPT, and will not be returning, I need to complete and submit the *OISS Notification of Department/Completion of Program* form found on the OISS website <http://www.oiss.wayne.edu> to OISSMAIL@WAYNE.EDU or fax to (313) 577-2962. By acknowledging that I will not be returning to the U.S. and my SEVIS record will be terminated and my OPT (Employment Authorization Document) will be canceled. I understand that I will need to request a new I-20 should I decide to return to the U.S. to attend Wayne State University.

Student’s Name (Printed):	Student’s Signature:	Date:

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OPTIONAL PRACTICAL TRAINING RECOMMENDATION FORM

Optional practical training (OPT) for F-1 students is intended to provide hands-on practical work experience complementary to the academic program. An F-1 student is eligible for a maximum of 12 months of OPT. It is available to students who have been lawfully enrolled on a full-time basis for at least one full academic year. The practical training sought by this student must be directly related to his or her field of study, commensurate with his or her educational level, and recommended by the academic advisor/chair.

SECTION A: TO BE COMPLETED BY STUDENT'S ACADEMIC ADVISOR	
Student's Name:	WSU ID:
Major:	Degree:
Credits Remaining Until Graduation:	Expected Date of Graduation:
<p>The recommendation is based on the following (check only one):</p> <p>Pre-Completion (OPT will be done BEFORE graduation)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Will be taking an annual vacation semester during the _____ semester and intends to register for the following semester. <input type="checkbox"/> Will be on practical training while school is in session. <input type="checkbox"/> Has completed all graduate course requirements excluding the thesis or dissertation. <p>Bachelors and Masters students only post-completion (OPT will be done AFTER graduation):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has completed all graduate course requirements excluding the thesis or dissertation. <input type="checkbox"/> Is expected to complete the course of study on ___/___/___ <p>Pharm. D., J.D., & Medical students only post-completion (OPT will be done AFTER graduation):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is expected to complete the course of study on ___/___/___ <p>Ph.D. students post-completion only (OPT will be done AFTER graduation):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Will defend on ___/___/___ and will complete necessary requirements on ___/___/___ <p>This is a reminder that you must end your current Wayne State University employment on the above date. This includes GTA/GRA/GSA positions.</p>	
Name:	Signature:
Email:	Campus Phone:

See Next Page for Section B

See Previous Page for Section A

SECTION B : TO BE COMPLETED BY THE STUDENT

Proposed OPT Start Date:	Proposed OPT End Date:
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List all periods of previously authorized employment for practical training:

Type (OPT/CPT)	Work Status (Full/Part Time)	Dates (Start and End)

Permanent Email Address:

Note about email address: We ask for your permanent email address because your Wayne State email account may not remain active for the duration of your OPT. Upon approval for OPT, OISS will change the email address we use to communicate with you to the above address. This email address will also be sent to SEVIS as your primary email address. This should be the address you intend to use when creating your SEVP Portal account. If you change this email address in the future it may cause problems accessing your SEVP Portal account.

- I understand that if my expected date of completion changes, I must make an appointment or see an advisor during walk-in hours. I understand that I cannot continue employment as a Student Assistant, GTA, GRA, or GSA after the above completion date.

Student Signature:	Date:
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OISS STAFF ONLY

Application Reviewed By: _____ Date: ____/____/____

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|---|---|
| <input type="checkbox"/> Informed the student of OPT reporting procedure and requirements | <input type="checkbox"/> Approved Part-Time |
| <input type="checkbox"/> Updated GOAINTL | <input type="checkbox"/> Approved Full-Time |
| <input type="checkbox"/> Updated Local Email Address in ISSM | |