**Schoolcraft College**

# OPT Application Packet

To determine if you are eligible for the F-1 OPT employment benefit please first schedule an appointment with the international office.

**Post-completion OPT Restrictions & Requirements**

- Must have completed academic program
- Employment must be related to field of study
- Cannot have previously exceeded 12 months of CPT at the same education level
- Cannot have previously had OPT authorization at an equivalent or higher education level
- Must be employed between 20-40hrs per week
- Cannot exceed 90 days of cumulative unemployment during authorized OPT
- Must update the international office of any changes in employment

**OPT Application Steps**

1. Schedule an appointment with the international office to determine eligibility
2. Collect and complete all required documents listed below
3. Meet with an academic advisor outside of the international office to complete a graduation application form
4. Schedule an appointment with the international office to review documents and receive a new I-20
5. Mail out complete application to USCIS
6. Once you are notified of the OPT decision please notify the international office. If approved you will need to provide the office with a copy of your EAD card. You also require a new I-20 at this time which indicates that your OPT has been approved instead of just requested.

# Statement of OPT Understanding

Optional Practical Training (OPT) is a benefit of the F-1 visa status. This benefit is not guaranteed and must be authorized by the United States Citizenship and Immigration Services (USCIS). While utilizing the OPT benefit you may not be enrolled in any classes. Failure to comply with the regulations of OPT may result in SEVIS termination. Although the international department at Schoolcraft College will aid and support students in their applications for the OPT benefit, it is ultimately the student's responsibility. These responsibilities include but are not limited to, ensuring the application is complete, accurate, and submitted in a timely matter. Additionally, it is the student's responsibility to understand the employment restrictions and reporting requirements that they must comply with while on OPT. Furthermore, I understand I must notify the international office within 10 days of any employer, employment status, or address changes while on OPT to maintain my F-1 visa status.

**I have read and understand the above "statement of OPT understanding".**

**Student Printed Name: _____**

**Student Signature: _____ Date: _____**

# Required Documents For OPT Application

☐ USCIS Form I-765

- Located on the USCIS website
- Must fill out form and sign in black ink
- Ensure that you list an address which will not change during the OPT processing

☐ Check payable to "Department of Homeland Security" for the I-765 form

- Current fee amount is listed on https://www.uscis.gov/i-765

☐ Graduation Application Form (completed by advisor outside of the international office)

☐ Copy of social security (if applicable)

☐ Copy of State Driver's License or State I.D (if applicable)

☐ Official academic transcript

☐ Two passport size photos with full name and SEVIS number printed on back of photos

☐ USCIS Form G-1145

☐ Copy of current I-20 and ALL previous I-20s issued for this degree

☐ I-94 Card

- Print from https://i94.cbp.dhs.gov/I94/#/recent-search
- Canadians with hard copies of the I-94 card must copy the front and the back

☐ Copy of valid passport and F-1 visa page

☐ Copy of Schoolcraft student ID card

☐ Job offer letter (if applicable, not required)

☐ If you completed a change of status prior to this program, please also provide a copy of your approval notice.