F-1 Post-Completion OPT Information & Instructions

What is it?
Twelve months of work experience related to student's academic field of study. No job offer needed to apply.

When can I apply?
Not earlier than 90 days prior to graduation or completion of required coursework (for graduate students); not later than 60 days following graduation.

When can it be used?
After completion of required coursework for degree (graduate students only). Thesis/dissertation may still be in progress OR after graduation.

How can I apply?

Step One
Attend one of the required OPT information sessions presented by an ISSO advisor. These are posted at
http://isso.uncc.edu/current-students/employment/f-1-optional-practical-training-opt

Step Two
Ask your Academic Advisor, Program Coordinator or Department Chair to complete and sign recommendation form at https://isso.uncc.edu/sites/isso.uncc.edu/files/media/OPT_Advisor_Recommendation_Form.pdf, then scan and upload with your OPT request.

Step Three
Decide on your OPT start date and submit your request for a new I-20 at
https://isso.uncc.edu/webform/optional-practical-training-opt-data-form

Step Four
Complete the I-765 (go to 'immigration forms' then scroll down to I-765)
*we recommend filling out the PDF version online for highest quality legibility
* please indicate an address where you will be able to receive mail for the next 90 days
*for post-completion OPT please use code (C)(3)(B) in item #16

Step Five
Have 2 passport-style photographs taken. See https://travel.state.gov/content/passports/en/passports.html for exact specifications. Try Union Station in the Student Union or Office Print & Ship Center (formerly FedEx/Kinkos) on Harris Blvd & Highway 29 for professional-style photos.

Step Six
Make copies of all of the documents in section entitled 'Documents Needed For Your Application' (below/reverse) and take them to the ISSO on **Thursday between 2-4pm or Friday between 10am-12pm** for review with an advisor. You will pick-up your new I-20 at that time. Note: **Please allow 5 business days processing time** from when you submit your request.

If you have special circumstances and need to speak with an advisor prior to submitting your request please make an appointment by sending an email to intlsso@uncc.edu .

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UNC CHARLOTTE
International Student and Scholar Office

Note: For Master & Ph.D. students who have completed all required coursework and are enrolled in thesis/dissertation only, fulltime post-completion OPT can be recommended if your defense date is within 9 months of the proposed OPT start date.

Mail your completed application **no more than 30 days of I-20 issuance** to:

> **USCIS P.O. Box 660867, Dallas, TX 75266 (any US postal mail service, including priority)**
> **OR**
> **USCIS Attn: AOS, 2501 S. State Hwy. 121 Business Suite 400, Lewisville, TX 75067 (UPS, DHL, FedEx)**

Documents Needed For Your Application

[ ] 1. Form G-1145 (optional), electronic notification that your documents have been received, is located at http://www.uscis.gov/portal/site/uscis (click 'forms' and scroll down). Print and clip to first page of application.

[ ] 2. Form I-765 with check and photos attached:
- Check for $410 made payable to "U.S. Department of Homeland Security" or money order (recommended) or a personal check drawn on a U.S. bank, NO CASH.
- Two passport type photographs (http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html) with name and date of birth printed on the back and inserted in an envelope.
  Note: Photos should be taken within 30 days of your OPT application.

[ ] 3. Photocopy of pages 1 & 2 of new I-20 with the ISSO advisor's recommendation for OPT, signed by you

[ ] 4. Copy of your initial entrance I-20 & any I-20s issued to you for work authorization (CPT/OPT)

[ ] 5. Printout of your I-94 number https://i94.cbp.dhs.gov/I94

[ ] 6. Copy of photo page (identification page) of your passport with current expiration date

[ ] 7. Copy of the visa page of your passport (even if expired)

[ ] 8. Copy of your previous OPT card or other work card (EAD) if you have had one

- Once you receive your I-797 receipt notice, you may track your status at www.uscis.gov
- In general, processing can be anywhere from 1-3 months

Reporting Requirements While On OPT

Immigration regulations REQUIRE that while you are on OPT you **MUST** notify the ISSO every time:
- you change your address
- you begin or end job (send name/address of employer and start/end date of employment – even if unpaid)

To do this, submit the web form at http://isso.uncc.edu/OPTupdate.htm

Traveling Abroad While On OPT

In order to re-enter the U.S. while you are on OPT, you must have:
- a valid passport
- current F-1 visa stamp
- I-20 signed within the last six months
- the EAD (OPT work card)
- your job offer letter