OPTIONAL PRACTICAL TRAINING REQUEST

F-1 students have an opportunity to apply for Optional Practical Training (OPT). It is a benefit available to F-1 students, designed to provide an opportunity to gain actual employment experience in a student's chosen degree of study. It should complement the student's curricular program and can be used before or after a student's degree program. OPT is an F-1 privilege, not a right. After graduation, a student must maintain their F-1 status throughout the duration of their OPT until the expiration of their Employment Authorization Document, also known as the EAD Card or until IPS receives confirmation of a change of status. Students have up to 12 months of OPT and STEM major students may be able to file for a 24-month extension at a later date. Eligibility requirements, filing times, and more information should be reviewed on our website using the following link: https://www.etsu.edu/honors/international/current/employment/opt.php

1. Fill out the “OPT Certification Form” (see pages 4-5 of these instructions): https://www.etsu.edu/honors/international/documents/opt_certification.pdf

2. Complete Form G-1145 (https://www.uscis.gov/g-1145), this is recommended, not required.
   o This optional form requests an electronic notification (e-Notification) when USCIS accepts an application and get up-to-date status information. You will receive notifications via email and/or text message.

3. Complete Form I-765 (http://www.uscis.gov/i-765). Complete as fully as possible (see pages 6-12 of these instructions). Here are some tips:
   o Mailing Address: We recommend you use our office address rather than your personal address. If you choose to use your personal address it **must** be where you will live for the next 6 months.
     • If you are no longer at this address the Post Office will not forward your EAD card (even if you completed a change of address card with the Post Office) and **it will be returned to USCIS and destroyed**.

4. Submit the OPT Certification form, forms G-1145 and I-765, and all required documents (see page 3 of these instructions) to the IPS Office. Your advisor will review your documents and notify you of any issues. If there are none, a new I-20 for with the OPT recommendation (on page 2 of the I-20) will be printed.

5. For your application to USCIS (see page13 of these instructions), include the following items:
- Form G-1145 (Recommended not required)
- Original Form I-765 (make a copy for your records, but send the original.)
- A copy of ALL I-20s. Make sure the newest I-20 in front of the others. (Keep the originals!)
- A copy of your I-94.
  - If your last entry to the US was after March 2013, please go to https://i94.cbp.dhs.gov/I94/request.html to print it.
  - If you have paper I-94 stapled in your passport, make a copy of both sides of your I-94 card. (Keep the original!)
- A copy of the bio page of your passport and include any extra pages that record extensions of the validity of your passport. (Keep the original! DO NOT SEND YOUR PASSPORT!)
- A copy of the F-1 visa page of your passport (even if it has expired).
- A copy of your EAD card [if you received one previously]. (Keep the original!)
- For the 24 month extension, you must also include a copy of your transcript or diploma showing the field in which you received your degree.
- Two passport-type photographs.
  - Print your name and I-94 number lightly in pencil on the back of each photo. Put the photos in an envelope and attach it to the front of the entire application. Be careful not to staple through the photos!
- Fee of $410. NO CASH ACCEPTED. You may send a personal check, a cashier's check from a U.S. bank, or a money order made payable to: US Department of Homeland Security. Staple the check to the front of the entire application.

6. Staple all above documents together and send them by certified mail with a return receipt requested OR by FEDEX (so you can track it). This should be done within 30-days of the date the advisor signed your new I-20. You will receive a notice of receipt (Form I-797) from the USCIS. After you have been approved for the extension, USCIS will send you a new EAD card indicating the employment dates.
These are the documents to submit to our office for review. What to submit to USCIS is slightly different and provided at the end of these instructions.
OPTIONAL PRACTICAL TRAINING CERTIFICATION

I. To be completed by the student:

Name: ___________________________ Student ID #: __________________

Email: ___________ Phone: __________________

Level of Education: ___________ Major: __________________

(Bachelor's, Master's or Doctorate)

Dates can only be within 60-day Grace Period: __________________

Beginning date for OPT: ___________ Ending Date for OPT: ___________

By signing below, I understand that:

• With Optional Practical Training (OPT), I must work in a position directly related to my major.
• I must request OPT prior to the completion of my course of study or within my 60-day Grace Period.
• I must not commence work until the United States Citizenship and Immigration Services (USCIS) approves my request and I have an Employment Authorization Document (EAD) in hand.
• I lose my practical training if I depart the United States after completion of studies but before having employment card in hand.
• While on OPT, I can depart and reenter the United States provided I have a valid passport, visa, endorsed I-20, EAD card and proof of employment.

Signature: ___________________________ Date: ___________

SEVIS will contact you regarding the OPT Portal with the email address listed here

Click the down arrow and select your current education level.

We shorten your I-20 to the date of graduation. This begins your 60 days and you can only choose a date to request working in these 60 days. No other dates can be accepted.

Sign and date this form. By signing you agree to all OPT terms and regulations.
II. To be completed by the academic advisor or graduate coordinator:

The student who is listed above wishes to apply for Optional Practical Training (OPT). OPT provides authorization for F-1 visa students to be employed in a job related to their major field of study. A job offer is not required before the application. We ask that you complete the following information to allow us to recommend this student for OPT:

1. What is the expected date the student will complete all degree requirements?

_________ (mm/dd/yr)

(This date is not necessarily the graduation date. For graduate students it could be the date they defend or deposit their thesis.)

2. Graduate Students only: When will or has the student completed all course requirements?

_________ (mm/dd/yr)

(Course requirements would be classes required for students to attend in order to complete their degree. Usually, thesis or project hours are not considered course requirements; such hours might be considered degree requirements instead.)

Graduate Coordinators must complete both dates.

Advisor/Coordinator Print/Type Name: ________________________________

Advisor/Coordinator Phone: ________________________________

Advisor/Coordinator Signature: ________________________________ Date: ____________

(Updated 7/31/18)
**Application For Employment Authorization**

**Department of Homeland Security**

**U.S. Citizenship and Immigration Services**

<table>
<thead>
<tr>
<th>For USCIS Use Only</th>
<th>Fee Stamp</th>
<th>Action Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Authorization/Extension Valid From</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Authorization/Extension Valid Through</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alien Registration Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remarks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**To be completed by an attorney or Board of Immigration accredited representative**

☐ Select this box if Form G-28 attached.

**Attorney or Accredited Representative USCIS Online Account Number (if any)**

**START HERE - Type of Option Requested**

**Part 1. Reason for Applying**

I am applying for (select only one box):

1.a. ☒ Initial permission to accept employment.

1.b. ☐ 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. ☐ Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

**Part 2. Information About You**

**Your Full Legal Name**

1.a. Family Name (Last Name) **Elephant**

1.b. Given Name (First Name) **Al**

1.c. Middle Name

**Other Names Used**

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. Additonal Information.

2.a. Family Name (Last Name) **NA**

2.b. Given Name (First Name)

2.c. Middle Name

3.a. Family Name (Last Name)

3.b. Given Name (First Name)

3.c. Middle Name

4.a. Family Name (Last Name)

4.b. Given Name (First Name)

4.c. Middle Name

Check this box if this is a new OPT at this degree level

Put NA in this field if you do not have other names (e.g. maiden name)
**Part 2. Information About You (continued)**

### Your U.S. Mailing Address

5a. In Care Of Name (if any)
- **International Programs and Service**

5b. Street Number and Name
- **PO Box 70668**

- 3

5d. City or Town
- **Johnson City**

5e. State
- **TN**

5f. ZIP Code
- **37614**

6. Is your current mailing address the same as your physical address?
- ☐ Yes [X] No

**U.S. Physical Address**

7a. Street Number and Name
- 123 Peter Parker Street

- 3

7c. City or Town
- **Johnson City**

7d. State
- **TN**

7e. ZIP Code
- **37604**

### Other Information

8. Alien Registration Number (A-Number) (if any)
- [A-]

9. USCIS Online Account Number (if any)
- [●]

10. Gender
- [X] Male

11. Marital Status
- [X] Single ☐ Married ☐ Divorced ☐ Widowed

12. Have you previously filed Form I-765?
- [X] Yes ☐ No

13a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?
- [X] Yes ☐ No

### International Programs and Service

PO Box 70668
Johnson City
TN 37614

**Forms and Instructions**

- Recommend that you use IPS address rather than your personal address (USCIS does not forward mail). IPS address is as below.

- If using IPS address as the mailing address, check “No”.

- Provide your home physical address.

- If you don’t have an SSN, you can leave 13b blank. You can then request an SSN be issued for you by checking “Yes” on 14, 15, and completing 16 a, b & 17 a, b.

- Only check “Yes” if you had an EAD. If you check “Yes”, use Part 6 (page 7) to provide details.

- If you answered “No” to Item Numbers 14.-15., provide the information requested in Item Numbers 16a.-17b.

**Father’s Name**

Provide your father’s birth name.

16a. Family Name (Last Name)
- Elephant

16b. Given Name (First Name)
- Albert

**Mother’s Name**

Provide your mother’s birth name.

17a. Family Name (Last Name)
- Elephant

17b. Given Name (First Name)
- Alice

**Countries of Citizenship or Nationality**

18a. Country
- China

18b. Country
**Part 2. Information About You (continued)**

<table>
<thead>
<tr>
<th>Place of Birth</th>
<th>List the city/town/village, state/province, and country where you were born.</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.a. City/Town/Village of Birth</td>
<td>Guangzhou</td>
</tr>
<tr>
<td>19.b. State/Province of Birth</td>
<td>Guangdong</td>
</tr>
<tr>
<td>19.c. Country of Birth</td>
<td>China</td>
</tr>
<tr>
<td>20. Date of Birth (mm/dd/yyyy)</td>
<td>10/24/1930</td>
</tr>
</tbody>
</table>

**Date and place of last arrival into the US should be on your passport, on an oval red and blue stamp near your visa page**

<table>
<thead>
<tr>
<th>21.a. Form I-94 Arrival-Departure Record Number (if any)</th>
<th>1234567890</th>
</tr>
</thead>
</table>

**If you have travel document issued by USCIS, provide the document number. Otherwise, enter “N/A”**

<table>
<thead>
<tr>
<th>21.b. Passport Number of Your Most Recently Issued Passport</th>
<th>G12345678</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.c. Travel Document Number (if any)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>21.d. Country That Issued Your Passport or Travel Document</th>
<th>China</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)</td>
<td>08/11/2023</td>
</tr>
</tbody>
</table>

**Date and place of last arrival into the US should be on your passport, on an oval red and blue stamp near your visa page**

| 22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy) | 01/15/2014 |

<table>
<thead>
<tr>
<th>23. Place of Your Last Arrival Into the United States</th>
<th>Houston TX</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>24. Immigration Status at Your Last Arrival in the US</th>
<th>F-1 Student</th>
</tr>
</thead>
</table>

**SEVIS# is on your current I-20. If you previously had different SEVIS number, use Part 6 (p.7) to provide more details**

| 25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category) | F-1 Student |

| 26. Student and Exchange Visitor Information System (SEVIS) Number (if any) | N- 00123456789 |

**NOTE:** If you answered “Yes” to Item Number 30, refer to Special Filing Instructions for Those With Pending Asylum Applications (c)(8) in the Required Documentation section of the Form I-765 Instructions for information about providing court dispositions.

<table>
<thead>
<tr>
<th>27. Eligibility Category. I-765 section of the Form, the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(ii)).</th>
</tr>
</thead>
</table>

| (c)(3)(a) = Pre-completion OPT | (c)(3)(b) = Post-completion OPT |

<table>
<thead>
<tr>
<th>28. (c)(3)(C) STEM OPT Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 27., provide the information requested in Item Numbers 28.a - 28.c.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>28.a. Degree</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>28.b. Employer’s Name as Listed in E-Verify</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>28.c. Employment Valid End Date (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

| 29. (c)(26) category number |

**NOTE:** If you answered “Yes” to Item Number 30, refer to Special Filing Instructions for Those With Pending Asylum Applications (c)(8) in the Required Documentation section of the Form I-765 Instructions for information about providing court dispositions.

| 30. As a result of this application, have you EVER been arrested for and/or convicted of any crime? | Yes | No |

| 31. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 27., have you EVER been arrested for and/or convicted of any crime? | Yes | No |

<table>
<thead>
<tr>
<th>32. If you answered “Yes” to Item Number 31.b., refer to Employment-Based Nonimmigrant Categories, Subsection 1, in the Who May File Form I-765 section of the Form I-765 Instructions for information about providing court dispositions.</th>
</tr>
</thead>
</table>

**I-94# is the 11-digit number on the electronic I-94 available at www.cbp.gov/i-94**

<table>
<thead>
<tr>
<th>LEAVE ALL FIELDS FROM 28 TO 31 BLANK, NOT FOR OPT</th>
</tr>
</thead>
</table>

Page 3 of 7
Check this box to verify that you can read and understand English, and you have read and understand every question.

Provide your contact information

If you use an interpreter, provide interpreter’s name, otherwise, put NA in 1a, b and leave all fields in Part 4 blank

Sign in black ink. Don’t forget to add date

08/08/2018
If you used an interpreter, provide interpreter's name, otherwise, leave all fields in Part 4 blank.

If you completed Form I-765 by yourself, leave all fields in Part 5 blank.
If you complete Form I-765 by yourself, leave all fields in Part 5 blank.
### 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 to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the Page Number, Part Number, and Item Number to which your answer refers; and sign and date each sheet.

<table>
<thead>
<tr>
<th>1.a. Family Name (Last Name)</th>
<th>Elephant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.b. Given Name (First Name)</td>
<td>Al</td>
</tr>
<tr>
<td>1.c. Middle Name</td>
<td></td>
</tr>
<tr>
<td>2. A-Number (if any)</td>
<td></td>
</tr>
<tr>
<td>3.a. Page Number</td>
<td>3</td>
</tr>
<tr>
<td>3.b. Part Number</td>
<td>2</td>
</tr>
<tr>
<td>3.c. Item Number</td>
<td>12</td>
</tr>
<tr>
<td>3.d. I-765 was filed and CPT was approved at Associate/Bachelor's/Master's level</td>
<td></td>
</tr>
<tr>
<td>EAD# YSC1234567890</td>
<td></td>
</tr>
<tr>
<td>5.a. Page Number</td>
<td>3</td>
</tr>
<tr>
<td>5.b. Part Number</td>
<td>2</td>
</tr>
<tr>
<td>5.c. Item Number</td>
<td>27</td>
</tr>
<tr>
<td>5.d. CPT was approved at Bachelor's degree level for the following period:</td>
<td></td>
</tr>
<tr>
<td>Part-time CPT: 05/08/17 - 08/10/17</td>
<td></td>
</tr>
<tr>
<td>Full-time CPT: 05/10/18 - 08/15/18</td>
<td></td>
</tr>
</tbody>
</table>

If you answered "Yes" on Page 2, part 2, question 12, provide information about Form I-765 that was previously filed.

If you have received CPT approval for full or part-time work, complete 5a, b, c, d. You should have not done full-time CPT for 12 months or more at this degree level to be eligible for OPT.

If you had different SEVIS number(s) than your current one, provide the number(s) by filling 4a, b, c, d.
DOCUMENTS FOR USCIS

- Copy of ALL I-20s
- Copy of Passport
- Copy of Visa
- Copy of I-94
- Copy of new I-20
- I-765
- G-1145
- Passport photos & envelope
- Check or Money order

YOUR FULL NAME

These are the documents to submit to USCIS. Once your OPT I-20 is created, the front office will provide further instructions.

Ship within 30 days of this I-20!