

IAU | APPLICATION FOR OPTIONAL PRACTICAL TRAINING (OPT)

WHAT IS OPTIONAL PRACTICAL TRAINING (OPT)

Optional Practical Training (OPT) is temporary employment that is directly related to an F-1 student's major area of study. OPT is limited to 12 months for each degree level you complete while in valid F-1 status.

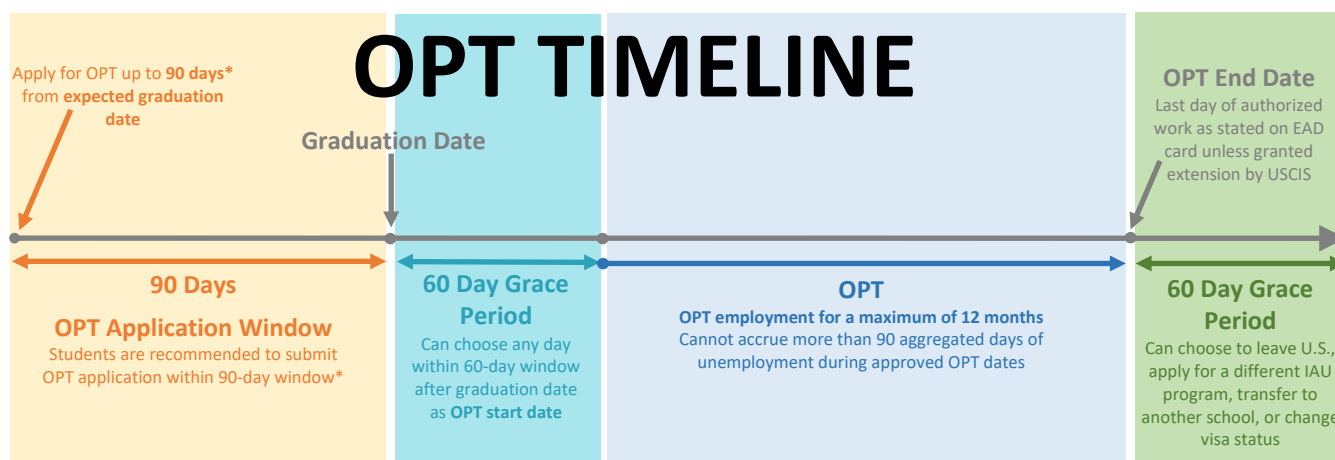
OPT APPLICATION ELIGIBILITY

Please refer to the list below in order to ensure that you are eligible to apply for OPT:

1. On track for the completion of ALL required courses of the program of study with minimum CPGA
2. Complete a minimum of two (2) internships (*Applicable for students starting from January 1, 2015*)
3. Maintenance of ACTIVE F-1 status
4. Financial balance is in GOOD standing at the time of petition
5. Petition for graduation – **Graduation is NOT automatic**

WHEN TO APPLY & ENGAGE IN OPT

Please note that you must apply for Optional Practical Training up to 90 days **PRIOR** to completion of your course of study, or you will forfeit your eligibility for this benefit. It takes approximately 90 days for USCIS to provide final adjudication of OPT application petition. Please keep in mind that OPT start date will be a date that is after the completion of the program of study.



* OPT processing time remains the same for applications submitted roughly 30 days prior to graduation date OR during 60-day grace period; processing time during aforementioned timeframes will overlap with student's grace period and deduct from the student's 12 month maximum eligibility for OPT

INTERNATIONAL TRAVELING WHILE ON OPT

F-1 students are advised NOT to travel outside of the U.S. while an OPT application is PENDING with USCIS. USCIS may view this as the student abandoning the OPT application. If the OPT application is approved while the student is outside of the U.S., the student cannot reenter the country without the EAD card issued.

If F-1 student is required by their employer to travel outside of the U.S., student must carry job offer letter and any other documentation that may pertain to their reason for travel during authorized OPT employment period.

Students may petition to engage in Optional Practical Training (OPT) only after they have received the **Notice of Graduation Eligibility** from the Registrar. In addition, students who have previously engaged in more than 12 months of full-time Curricular Practical Training (CPT) throughout the duration of the program are not eligible for OPT. Students are eligible to apply for OPT up to 90 days prior to their Graduation Eligibility Date and 60 days after their Graduation Eligibility Date. Students who do not file within this time frame will not be eligible to engage in OPT. To ensure timely filing, please call the office at 213-262-3939 to schedule an appointment with a DSO.

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STUDENT INFORMATION:

IAU Student ID#:

Program:

Student Name:

Graduation Eligibility Date:

IF YOU MEET THE REQUIREMENTS ABOVE, PLEASE GATHER THE FOLLOWING DOCUMENTS:

Copy of Notice of Graduation Eligibility

Complete [Form I-765](#) Application For Employment Authorization

Complete Form G-1145 e-Notification of Application/Petition Acceptance

Copy of Valid Passport (cannot be expired)

Copy of Visa

Copy of I-94 – If you lost or misplaced your I-94, you can also get a copy of it by clicking on the following link: [CBP | Get Most Recent I-94](#)

Copy of Form I-797 Notice of Action ***If Applicable* – If you did not come to the U.S. initially on an F-1 visa and had to apply and were approved for a change of status to an F-1 visa.

Copy of Form I-797 Notice of Action OR EAD Card ***If Applicable* – If you have previously applied and were approved for OPT.

Copy of Form I-20(s) for CPT from a non-IAU program ***If Applicable* – If you have previously applied and were approved for CPT.

2 Photo Headshots (2" x 2") – Photos must be professionally printed and have a white background. Photos cannot be used from previously submitted applications.

DHS OPT Processing Fee (\$410.00) - Check or money order made payable to "DHS", OR complete [Form G-1450](#) for credit card payments.

IAU OPT Processing Fee (\$150.00) - Check made payable to International American University, OR pay [HERE](#) and select *Optional Practical Training (OPT) Processing Fee (\$150)*.

CERTIFICATION:

Please note that after your OPT has been approved, you have **90 DAYS FROM YOUR APPROVED OPT START DATE** to fill-out and provide IAU with the following documentation* concerning job placement:

1. [Job Placement \(IAU GRADUATE\)](#) – to be completed by IAU GRADUATE
2. **Job Offer Letter** – must contain your company's Employment Identification Number (EIN) and your position must be business-related
3. **Copy of EAD card OR copy of I-797 OPT Approval**

**An IAU DSO will follow-up and remind you of the above documents via e-mail*

I understand that refusing to provide the above forms within 90 DAYS of my OPT START DATE may result in [auto-termination](#).

I understand that I am currently applying for Post-Completion Optional Practical Training. The information and documents provided on my behalf is true and correct to the best of my knowledge. The thoroughness of my answers provided within this application can and will affect my chances of approval. I am aware that I am able to file for OPT 90 days prior to Graduation Eligibility Date and 60 days after the Graduation Eligibility Date. If I fail to submit all required documentation within this time frame, I will not be eligible to engage in OPT.

SIGNATURE:

DATE: