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## Optional Practical Training - OPT

### **Preliminary Requirement:**

Apply for Intent to Graduation at the Registrar's Office C107.

### **Application information:**

A student in F-1 status may apply within **90 days** before or within **60 days** after the completion date of study. Students **MUST** mail the completed OPT application packet within **30 days** of the **creation of the OPT I-20**. Program completion refers to the last day of classes for your degree; it is not your graduation date. Optional practical training is limited to a total of 12 months.

### **Step one: Read the instructions**

Please read the instructions carefully, fill out the application, and prepare the required documentation (Please make sure to provide **photocopies** of your documents as it is asked for). If you have any question, write down and ask your advisor during the application interview.

### **Step two: See Academic Advisor at B-102**

Visit the Academic Advisor in **B-102** to complete the Academic Advisor Recommendation Form for Optional Practical Training (OPT) attached in this packet.

### **Step three: See International Student Advisor at B-117 and submit the documents**

The following documents are needed by the ISS Advisor to process an application for Optional Practical Training and issue the OPT I-20:

1. **Completed form I-765 (Attached)**. Please look it up online as **Form I-765**, type your information, then print it and bring it along with the supporting documents.
2. **Photocopies of:**
  - The **new I-20** with the ISS advisor's recommendation for Optional Practical Training on back page (**This will be given to you by your International Student Advisor after your application has been completed**)
  - I-94 (Print from: <https://i94.cbp.dhs.gov/i94/#/home>) (**If you have I-94 in small card please copy Front and Back**)
  - Photo page of **valid** passport showing full legal name, birth date, passport expiration date – include any extra pages that record extensions of the validity of your passport.
  - F-1 Visa page showing legal name, birth date, expiration date, visa status (**Even if expired.**)
  - **ALL** previous I-20's issued to you under F1 status
  - Your previous OPT card or other work card (EAD) if you have had one.



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3. **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 I-765).
4. **Fee of \$410.00** Make Check or Money Order payable to the **U.S. Department of Homeland Security. NO CASH!**

**What should your OPT start date be?** That depends on your future plans. Optional Practical Training **must** begin no later than 60 days following your official last date of classes of your last semester. Please consult with your International Student Advisor at B117.

#### **Step four: Mail Application**

**\*PLEASE MAIL APPLICATION USING CERTIFIED MAIL\***

**Application will be mailed to:**  
USCIS  
PO Box 660867  
Dallas, T.X. 75266

#### **Step five: Report your Employment to the International Student Services at B-117**

- Submit in person at B-117 or by email at [FSInformation@lagcc.cuny.edu](mailto:FSInformation@lagcc.cuny.edu) a copy of the **OPT Employment Report (Attached in this packet)**. This has to be reported to the office within the **90 days** from your employment start date (as it appears in your EAD Card). **If this is not reported, you will be in risk of having your I-20 terminated.**
- Submit in person at B-117 or by email at [FSInformation@lagcc.cuny.edu](mailto:FSInformation@lagcc.cuny.edu) a copy of your **Employment Authorization Document (EAD card)**.
- As of March 23, 2018, the U.S. Department of Homeland Security implemented a new online tool for students on OPT to keep your information up to date in the Student and Exchange Visitor Information System (SEVIS). You will receive an email from SEVP with instructions to set up your SEVP Portal. Please check your email regularly when you are approved for OPT, check also your SPAM/JUNK email.

#### **Create an SEVP Portal Account**

There are four basic steps for creating an account in the SEVP Portal:

1. SEVIS notifies the SEVP Portal of U.S. Citizenship and Immigration Services' (USCIS) approval of the student's OPT or practical training and the OPT authorization is active; the portal emails the student instructions for creating a portal account.
2. Student receives the email which contains a link they must use to create the account. This link is unique to the student and cannot be shared or reused. It will be valid only for 14 days after the email is received.
3. Student clicks the link in the email, enters their SEVIS ID and creates a password.

International Student Office • LaGuardia Community College • The City University of New York.  
30-20 Thomson Avenue, Long Island City, NY 11101. (718) 482-5145 [fsinformation@lagcc.cuny.edu](mailto:fsinformation@lagcc.cuny.edu)



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4. The SEVP Portal creates the student's user profile.

If you need more details about these steps, please visit <https://studyinthestates.dhs.gov/create-an-sevp-portal-account> for screenshots and step-by-step instructions, please download and refer to the SEVP Portal User Guide and the SEVP Portal Videos.

#### **What should I do if I did not receive an email from SEVP with instructions to create a portal account?**

- Remember, SEVP will send you this email only when your OPT is approved and active, meaning that you have been issued an Employment Authorization Document (EAD card) and the start date of your EAD card has arrived (or within 1-2 days after the start date). If you already have your EAD card, but the start date of your EAD card is still in the future, you will not have the SEVP email yet.
- The SEVP email will come from [do-not-reply.sevp@ice.dhs.gov](mailto:do-not-reply.sevp@ice.dhs.gov) to the email checked as your preferred email in your OPT application and Cunyfirst account. The email that is checked as your preferred email in your OPT application and Cunyfirst account is associated with your SEVIS record and will be used for the SEVP Portal.
- Check your spam/junk mailbox to make sure you did not miss the SEVP email.
- If you have your EAD card and it has been 10 days or more since the start date of your EAD card arrived, but you still have not received an email from SEVP, please contact the International Student Services at B-117 or by email at [FSInformation@lagcc.cuny.edu](mailto:FSInformation@lagcc.cuny.edu) with the subject line "SEVP Portal Email Not Received." Sometimes, SEVIS fails to update a student's OPT status to Approved and as a result of that, the SEVP Portal is "unaware" that your OPT has been approved.
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#### **Step six: Student Responsibilities while on OPT**

Students are required to **report** the following to the International Students Office (Email at [FSInformation@lagcc.cuny.edu](mailto:FSInformation@lagcc.cuny.edu)): Please include your name and EMPL ID.

- The beginning of employment, with the name, telephone number, and address of the employer. This has to be reported to the office within the **90 days** from your employment start date (as it appears in your EAD Card). **If this is not reported, you will be in risk of having your I-20 terminated.**
- The termination of employment.
- Any change in your personal address.
- Any change in your employer's name, address, phone number.
- The plan to follow after OPT is finished. Student has to inform International Student Services if he/she is: -Transferring to another college, - Applying for a second degree, - Changing immigrant status, or - Traveling back to home country. If any of these plans are not reported to ISS within the 60 days after the last day of OPT, the I-20 will be **AUTOMATICALLY** completed by SEVIS system.



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**Processing information:**

An application filed without the required fee, all the necessary documents, signature and photographs will be returned to you as incomplete. You may correct the deficiency and resubmit the application, however, an application is not considered properly filed until the USCIS accepts it. If your application is complete and filed at a USCIS Service Center, you will be mailed a Notice of Action Form I-797, receipt notice.

**Decisions on your application:**

- **Approval:** If approved, your EAD card will be mailed to you at your filed address. If you also requested SSC, this will come in a separate mail.
- **Request for further information:** If additional information or documentation is required, a written request will be sent to you, requesting further specific information. Please see ISS advisor at B-117.
- **Denial:** If your application cannot be approved, you will receive a written notice explaining the basis of your denial. You can file a "motion to reopen". Please come and see your International student advisor at B-117.

**Time:**

The estimated processing time is 60 to 90 days. Processing times may vary on the USCIS workload. Employment may **NOT** commence until you have obtained approval from the USCIS and you have received your Employment Authorization Document (EAD) card. If you want to keep track of your application, please refer to the USCIS website <https://egov.uscis.gov/casestatus/landing.do>, enter your Receipt number included in the I-797 Notice of Action Letter that you receive after you submit the OPT application.



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**Academic Advisor Recommendation Form for Optional Practical Training (OPT)**

The information requested is needed to comply with US Citizenship and Immigration Services (USCIS) regulations. The international student named below is applying for Optional Practical Training. Practical Training is defined as employment directly related to the student's field of study.

**Student Completes This Section**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

CUNY EMPLID: \_\_\_\_\_

Major or Field of Study: \_\_\_\_\_

**Have you applied for Optional Practical Training OPT before?**

Yes \_\_\_ Please fill out the following chart and sign.

No \_\_\_ Please sign.

Please indicate at what degree level was the Optional Practical Training granted (Certificate, Associate Degree, Bachelor Degree, Master Degree or not applicable)	Dates of OPT: Start Date and End Date (Month/Day/Year) as shown on EAD card

Student's Signature: \_\_\_\_\_

ADDRESS: 31-10 Thomson Avenue  
Long Island City, NY 11101

PHONE: 718-482-7200  
WEB: www.laguardia.edu





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**Academic Advisor Completes This Section (Office B102)**

*Please note the date of completion is the date of the semester that the student will complete his/her degree requirements.*

The student named above, will complete/has completed all requirements for:

Associate's Degree: \_\_\_\_\_ Major: \_\_\_\_\_

**I anticipate that this student will complete all the requirements for the current program of study on or about:**

Fall Session 1: \_\_\_\_\_ year \_\_\_\_\_      Fall Session 2: \_\_\_\_\_ year \_\_\_\_\_  
Spring Session 1: \_\_\_\_\_ year \_\_\_\_\_      Spring Session 2: \_\_\_\_\_ year \_\_\_\_\_

Is the student currently registered for INTENT TO GRADUATE (GRD000: Yes \_\_\_ No \_\_\_)

The student's course requirements for this last semester are:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

Advisor's Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Extension #: \_\_\_\_\_



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## Optional Practical Training - OPT

### Part I (To be completed by student)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

CUNY EMPLID: \_\_\_\_\_ SEVIS #: \_\_\_\_\_

Major or Field of Study: \_\_\_\_\_

Expected Date of Completion of Study (Last day of finals): \_\_\_\_\_

Have you ever done OPT before? No \_\_\_  
Yes \_\_\_ Under what level of education? \_\_\_\_\_

I am requesting the following dates for OPT and understand that these days cannot be changed once the OPT application has been submitted to USCIS. (You are allowed to pick a start date anytime within the 60 days following your last day of classes/finals).

OPT Start Date: \_\_\_\_\_ OPT End Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Please check what you have from the following documents:

- 1. Form I-765
- 2. **Photocopies of:**
  - The new I-20 with the ISS advisor's recommendation for Optional Practical Training on back page.
  - I-94 (<https://i94.cbp.dhs.gov/I94/#/home>) (if small card, front and back)
  - Photo page of valid passport
  - F-1 Visa page showing student's info (Even if expired)
  - ALL pervious I-20's issued to you
  - Your previous OPT card or other work card (EAD) if you have had one.
- 3. 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 I-765).  
**DO NOT CUT THE PHOTOS!**
- 4. FEE of \$410.00 Make the check or money order payable to **U.S. Department of Homeland Security**. The check or money order must be drawn on a United States bank and must be payable in U.S. currency. **NO CASH!**

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