



International Services

OPT Request Form

STEP 1: To request an OPT I-20, you must submit this form and OPT Reporting Requirements Form completed and signed by you and your Academic Advisor (original signature required) to International Services to intlservices@webster.edu (Subject Line: New OPT Request , Last name, First name, Webster ID #):

How do you want to receive your new OPT I-20? (Your new I-20 will be ready in **5-7 business days**):

- By mailing to my current home address
- Picking up from the Welcome Center room #130 (First floor of Webster Hall).
(You will be notified via email once the I-20 is ready).

Family Name & Webster ID:		Given Name:		
Current non-Webster email:		Date of current I-20 expiration:		
Current home address & apartment #:			Telephone:	
Have you been authorized for OPT in the past?		<input type="checkbox"/> No <input type="checkbox"/> Yes - From:	To:	
If you have been authorized for OPT in the past, on which degree level was it based?		<input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> DMGT.		
When do you expect to graduate? Semester: Year:		Are you currently employed on campus? <input type="checkbox"/> No <input type="checkbox"/> Yes - Until:		
Requested OPT Authorization Dates:		*Start Date:	End Date:	
*Start date must be within 60 days of your program completion date.				
Academic Recommendation This section must be completed by your academic advisor or faculty advisor	Student's Major:		Second Major (if applicable):	
	Is student registered in current term? <input type="checkbox"/> Yes <input type="checkbox"/> No		Level of Study: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> DMGT	
	When is student expected to complete all degree requirements? Month/Day: Year:		Will the student have completed all coursework requirements for the degree by the start date of OPT? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Student submitted the petition to graduate on ___ / ___ / ____ (mm/dd/yyyy)			
	<i>"I confirm that the information provided in this section is true and correct. I would like to recommend that this student be allowed to obtain Optional Practical Training in order to secure a position in his/ her field of study."</i>			
	Optional Comments :			
	Advisor's Name:			
	Department:			
Signature:			Telephone:	

Your new OPT I-20 will be ready **5-7 business days** after submitting this form.
USCIS must receive your complete OPT application within **30 days** of the new OPT I-20 being issued.

OPT REPORTING REQUIREMENTS FORM

I understand that it is my responsibility to make sure USCIS receives all required application materials within 30 days of the new OPT I-20 being issued. I am aware that the dates on the I-765, check, photos, and I-20 must also be less than 30 days old.

I understand that my OPT application must be received by the USCIS no earlier than 90 days before program completion and no later than 60-days after my date of completion

F1 student's pursuing post completion Optional Practical Training must report within **10 days** the following information;

- Current home address in the United States
- Employer's Information

This information must be updated (and anytime a change occurs) via:

Your personal SEVP Portal account (SEVP will send you an activation link to your email once your EAD card will be approved)

- Students have 90 days from the start date on the Employment Authorization Document (EAD) to find employment in their field and report employer's information to Webster University via OPT Reporting Form
- More than 90 days of unemployment on OPT is considered to be a violation of F1 status. This is a total number over the course of your entire OPT time.
- Student must wait until he/she receives the Employment Authorization Document (EAD) from USCIS to begin working.

Employment must be 20 hours or more per week. Volunteer work or unpaid internships count as employment as long as they are related to your field of work. By signing below, I acknowledge that I have read and understood my responsibilities as an F1 student while on Optional Practical Training to inform the International Services – Office of Admissions at Webster University, St. Louis, MO of any changes mentioned above.

I also understand that failure to do so would lead to a violation of my immigration status.

Student's Name: _____ Student ID #: _____

Student's Signature Date.....

*** The student keeps the original and International Services keeps the copy. If this document was mailed/emailed to you please scan the signed copy back to intlservices@webster.edu***

International Services – Office of Admissions
Webster University
470 E. Lockwood Ave
St. Louis, MO, 63119 – 3141
intlservices@webster.edu

STEP 2:

After you will receive the new **OPT I-20** you must do the following immediately after receiving this package:

- Sign and date the I-20 and make copy of page 1 and 2. Keep original for yourself. This is your new I-20 from now on. Submit the copy with your OPT application.
- Do not staple documents; use paper clips to keep documents together

You must mail your completed application packet with TRACKING to USCIS after your OPT I-20 has been issued.

It is your responsibility to assure USCIS receives all required application materials within 30 days of the new OPT I-20 being issued (the dates on the I-765, check, photos, and I-20 must also be less than 30 days old!)

STEP 3:

INCLUDE THE FOLLOWING TO YOUR FINAL APPLICATION PACKET TO USCIS:

1. I-765 Filing Fee as instructed at <https://www.uscis.gov>
2. Completed Form G-1145, found at <https://www.uscis.gov>
3. Completed and signed Form I-765 as instructed at <https://www.uscis.gov> (do not use Webster's address as your mailing address)
4. Copy of the new signed OPT I-20 (with OPT request on Page 2)
5. Copies all previously issued I-20s
6. Copy of the most current I-94 card (*front and back sides*) or the electronic print-out available from <https://i94.cbp.dhs.gov/I94/#/home>
7. Copy of valid passport page with photo and expiration date
8. Copy of the most recent F-1 student visa page
9. Two (2) recent U.S. Style Passport Photos-taken within 30 days. *Write your name and I-94 number on the BACK of each photo*
10. Copy of previous Employment Authorization Card (if any)
Attention: always refer to the most up-to-date version of the the I-765 Form and filing instructions available at <https://www.uscis.gov>

Please make copies of all the above documents and keep them for your record. Then send the completed application and required documents (with check or money order placed on top of the documents) to:

STEP 4:

Send the completed application and required documents to:

Filing USCIS location:

As instructed at <https://www.uscis.gov> and at <https://www.uscis.gov/i-765-addresses>

Please refer to your eligibility category, category description, and correct filing USCIS location.

E-Notification: If you want to receive an e-mail and/or a text message that your Form I-765 has been accepted at a USCIS Lockbox facility, complete Form G-1145, E-Notification of Application/Petition Acceptance and clip it to the first page of your application.

If you have additional OPT questions contact us by e-mail at intlservices@webster.edu

Subject line: OPT, Last name, First name, ID #, Campus

OPT Application Instructions & Frequently Asked Questions

When should I apply?

Apply early! It takes about three to five months to receive your EAD from the USCIS. Expedites are not available.

- The earliest USCIS can receive the application is 90 days before the date of your program completion.
- The latest USCIS can receive the application is the 60th day following your completion date, assuming you do not leave the U.S.
- It can take up to two weeks to prepare the OPT application before sending to USCIS (especially for busy students!)

What is my “completion date”?

The “completion date” for OPT purposes is defined as follows:

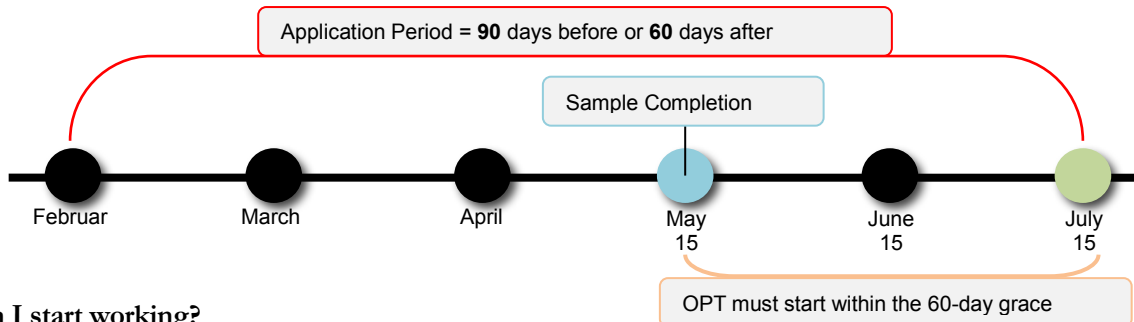
- For **undergraduates**: the last day of final exams of the semester in which degree requirements are fulfilled.
- For **Master’s/DMGT**: the day on which all degree requirements are fulfilled, such as filing the thesis/dissertation in the Graduate Division.

Changing your completion date can cause serious complications for your OPT application. If for some reason you need to change your completion date after the OPT I-20 is created, speak to International Services as soon as possible.

What dates should I choose?

Your OPT start date must be within 60 days after your completion date. Your OPT end date will be 12 months later. See diagram below.

Sample Application Timeline. The dates on this sample may not correspond with the dates you will apply for OPT:



When can I start working?

You must wait until you receive your Employment Authorization Document (EAD) from USCIS and your start date has arrived to begin working. Once you complete your degree, you cannot work on-campus or off-campus until you receive the EAD and your start date has arrived.

How can I check on my OPT application with USCIS?

Please note that our staff members are not allowed to receive any update on your application from USCIS. We strongly recommend that you sign up for an account with uscis.gov to track your case status more closely.

How do I know if my job is related to my degree?

Federal regulations require that all employment that you engage in while on OPT be directly related to your academic major. If the relationship between the job and a student's field of study is called into question by USCIS, the burden of proof is on the student to demonstrate the relationship. Our IRIS team won't be able to advise you on specifically which jobs do/do not qualify as we are not experts in your field of study. If you need assistance determining the fit of a job offer, we recommend discussing this with your academic/faculty adviser, the Career Services, or others in your field.

What counts as employment?

OPT is intended to enhance your academic program by providing a means to gain experience in your field of study. Work NOT related to your program of study is a violation of F-1 status. Students must work at least 20 hours a week in either a **paid or unpaid** position to qualify as employment. For more information on satisfying the employment requirement, please see our Qualifying OPT Employment site at <http://www.webster.edu/iris>

What happens if I cannot find a job?

During post-completion OPT, students may not accrue a total of more than **90 days** of unemployment.

What is my status while I am on OPT?

Students on OPT or with a pending OPT application are still in **F-1 status** and must maintain their F-1 status by following the employment and address reporting requirements. Students may remain in the U.S. while their OPT Application is pending.

Can I travel while I am on OPT?

Travel during the OPT application is allowed, but NOT recommended as it poses certain risks. Students will need to time their re-entry and carry the correct documents upon re-entry to the U.S. Please refer to the OPT Application Guide for details and things to consider depending on the timing of your re-entry.

What else do I have to do while I am on OPT?

Any changes have to be reported within 10 days via your SEVP Portal account.

Can I study while on OPT?

You must be maintaining the primary purpose of OPT. If you decide to go back to school, you will need to transfer your SEVIS record and I-20 to the new school. If returning to Webster U, you'll need to obtain a new I-20 to reflect your new degree. Please contact intlservices@webster.edu for guidance before your OPT expires.

What about health insurance?

Students who complete their program of study can apply for Health Insurance if they choose to. Contact Health Services Department on how to apply.

What if I want to transfer OUT to another school?

Complete the transfer out package available on <http://www.webster.edu/iris> or contact intlservices@webster.edu for guidance before your OPT expires

Changing Visa status?

If you are approved for change of status while you are still on F-1, please report as instructed <http://www.webster.edu/iris> or contact intlservices@webster.edu for guidance.

You might also want to check with the immigration legal counsel on your change of status application to determine what options are available if you remain in the United States past the end of your 60-day grace period.

H-1B pending: If you have a pending or approved change of status to H-1B you may be eligible for Cap-Gap Extension I-20. Please consult with the immigration legal counsel working on your case

Leaving the United States?

If your plan is to depart the United States after OPT, you must do so within your 60-day grace period. You must stop working by the end date of your EAD card.