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## Eligibility

F-1 students are eligible for Optional Practical Training after they have completed two, full-time semesters (fall and spring). Time spent on an approved full-time study abroad program may be counted toward the two-semester requirement as long as the student has completed one semester in the U.S. before studying abroad.

Students are **not** eligible for OPT if they:

- are in violation of their F-1 status.
- will not have completed two full-time semesters of study by the requested employment start date.
- were previously authorized for 12 months of full time Curricular Practical Training at the same degree level.
- were previously authorized for 12 months of Optional Practical Training at the same degree level.

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## Maximum

A **maximum period of twelve months (full-time) per degree level** can be granted. Students are eligible for an additional twelve months with each higher degree level. **Part-time OPT** is deducted from the total amount of available full-time OPT at one-half the full-time rate. (e.g. four months part-time = two months full time)

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## When

Optional Practical Training may be granted at four stages in a student's academic career. Timing dictates if it can be part time or full time. Full time means more than 20 hours of work per week and part time equals 20 hours or less per week. OPT may be used incrementally within or among all four potential periods of authorization, but a separate application must be submitted for each different period requested.

- 1) During summer or other vacation periods when school is not in session – may be either full time thesis, dissertation or equivalent\* – may be either full time or part time.
- 4) After completion of the degree – may only be full time.

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WEAp

The DSO recommendation must be made in SEVIS, and the I-765 and OPT I-20 must be received by USCIS, no sooner than 90 days before the program end date, and no later than 60 days after the program end date. [8 C.F.R. § [214.2\(f\)\(11\)\(i\)\(B\)\(2\)](#)]

- 4) **Make an appointment at ISSS** to meet with an international student advisor.

**CHECKLIST FOR APPOINTMENT:**

- ‰ Academic Recommendation Form
- ‰ I-765
- ‰ Current and all previously issued I-20's
- ‰ Visa used for your most recent entry
- ‰ Passport
- ‰ I-94
- ‰ Previously issued EADs (if any)

If you wish, you may bring the following items so that your application packet can be fully reviewed and assembled:

- ‰ \$410 payable to "U.S. Department of Homeland Security.
- ‰ 2 passport style photographs in a 'Ziploc' bag

- 5) The **OGE advisor will verify your F-1 status** during your appointment. ~~RM~~  
~~RM~~

If everything is okay, the advisor will electronically request a new I-20 with his/her recommendation for OPT. Also, if applicable, the advisor will shorten your program end date in SEVIS. When the new I-20 is ready, you will receive an e-mail (usually within 2-3 business days) to come pick it up.

- 6) **Pick up your new I-20** with an OPT recommendation from OGE. Sign the I-20 in Section #11.
- 7) **Submit the OPT application** to the appropriate regional USCIS service center within 30 days of the OGE

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## **P68**

### Seven Steps to Successful Photos

1. Frame subject with full face, front view, eyes open
2. Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1 3/8 inch (25 mm to 35mm)
3. Center head within frame (see Figure below)
4. Make sure eye level is between 1 1/8 inch to 1 3/8 inch (28 mm and 35 mm) from bottom of photo
5. Photograph subject against a plain white or off-white background
6. Position subject and lighting so that there are no distracting shadows on the face or background
7. Encourage subject to have natural expression

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## **O66a**

Online Status Check : <https://egov.uscis.gov/casestatus/landing.do>. Enter Receipt Number (LINxx-xx-xxxxx) without hyphens to check on the status of your application.

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## **A6**

The U.S. Citizenship and Immigration Service (USCIS) has the final authority to grant Optional Practical Training. Authorization is issued in the form of a card referred to as an EAD (Employment authorization Document). Employment may not begin until the student receives a valid EAD.

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## **D9PT**

While on OPT, any change in name, change in address, or early termination of OPT must be reported to OGE. Transferring to another school or beginning study at another educational level automatically terminates OPT. During your appointment, the OGE advisor will give you a handout entitled “F-1 OPT Post-Recommendation Guideline” with specific details on issues of concern while you have an application pending and while you are participating in OPT. Be sure to read and comply with this. If you don’t receive this handout, please inform OGE.

Thank you for choosing The University of Scranton and we wish you the best with practical training endeavors!

# F- PRE -COMPLETION

## OPTIONAL PRACTICAL TRAINING

### ACADEMIC RECOMMENDATION FORM

OPTIONAL PRACTICAL TRAINING (OPT) is a type of temporary employment authorization available to international students in F-1 status. OPT provides an opportunity to gain practical experience in the student's field of study. **This form must be completed** by the student, with the appropriate signatures before The Office of Global Education can process the recommendation. Please read the separate OPT instructions handout for specific eligibility details and application procedures.

#### SECTION A: To be completed by Student

Name **Exactly** as in Passport: \_\_\_\_\_  
(Surname/Family name) (Given name) (Middle or other name, if applicable)

Royal ID	Non Scranton E-mail Address	Phone # and Type	Alternate Phone # and Type
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**Dependents:** (Spouse and/or minor children who are currently in the U.S. as your F-2 dependents)

Surname/Family name, Given name	Surname/Family name, Given name
1. _____	2. _____

%o CPT %o OPT	%o Full Time %o Part Time	Dates Authorized _____ to _____
%o CPT %o OPT	%o Full Time %o Part Time	Dates Authorized _____ to _____

**Requested Period of OPT:** Beginning (mm/dd/yy) \_\_\_/\_\_\_/\_\_\_ Ending (mm/dd/yy) \_\_\_/\_\_\_/\_\_\_

#### SECTION B: Recommendation to be completed by Academic Advisor

**IMPORTANT!!! ACADEMIC ADVISOR MUST COMPLETE ALL FIVE (#1-5) ITEMS BELOW:**

**#1 Educational Level:** [ ] Bachelor [ ] Master [ ] Doctorate **#2 Major:** \_\_\_\_\_

**#3 Term in which ALL degree requirements are anticipated to be completed:**  
 [ ] Fall 20\_\_\_\_

F- POSTCOMPLETION  
OPTIONAL PRACTICAL TRAINING  
ACADEMIC RECOMMENDATION FORM