

Optional Practical Training Application (OPT)



HOWARD
UNIVERSITY

***International Student &
Immigration Services Office***



Dear International Students:

International students currently on authorized Optional Practical Training (OPT) you are required by the Student and Exchange Visitor System (SEVIS), the Department of Homeland Security (DHS) to provide this office with the following documents immediately:

1. Your name and any legal change of name
2. Your address (the rule to notify the USCIS of change of address within 10 days of that move is still being enforced)
3. Your telephone and cellular numbers
4. The name of your employer or names of employers during the duration of OPT
5. The address of your employer
6. The telephone number(s) of your employer
7. A copy of your EAD card
8. Twenty-one (21) days are provided for reporting of any other changes in status.

Additionally, effective immediately students who are seeking their initial period of Optional Practical Training (OPT) can apply for the regular twelve months and with a promise of continued employment, later apply for the twenty four months extension. Students who are currently on OPT are eligible for the twenty (24) months extension. Eligible students for the extension must have received a STEM degree in one of the following areas:

- Actuarial Science
- Computer Science Applications
- Engineering
- Engineering Technologies
- Life Sciences
- Mathematics
- Military Technologies
- Physical Sciences

Interested students are required to visit the office for additional information and submission of request for extensions or applications. For additional information and daily updates please go to the website: www.nafsa.org and click regulatory information.

Please attend to this matter immediately.

OPT Check list

Check list	Additional information
Passport	Valid for a minimum of 6 month
Visa	Most Recent
I-94	“Get Most recent I-94”
All Previous I-20 or Employment Authorization Card (EAD card) (If applicable)	Includes I-20s for CPT, OPT, change of level, change of education. All the EAD card that were issued.
Howard University OPT Application	Requires signature from Academic Advisor or dean
USCIS Form I-765 (Application for Employment Authorization)	Form I-765 Instructions click here
Application Fees	\$470 for applications filed online \$520 for paper applications filed by mail
Two passport photos (2inx2in)	

Photo Requirement for OPT EAD

Must be taken within 30 days of your application and cannot be used for any previously issued visa

OPT application photos must meet the government specification for U.S. passport photos.

- Make sure the photo presents the full head from the top of the hair to the bottom of the chin
 - Center the head with the frame
 - With a neutral facial expression and both eyes open
 - Taken in front of a plain white or off-white background
 - Taken in full-face view directly facing the camera
 - Taken in clothing that you normally wear on a daily basis:- Include headpieces if worn daily for religious purposes; they should not obscure or cast any shadows on your face
 - MUST be in color
- Eyeglasses are no longer allowed.- Medical documentation is required if you must keep them on to protect your eyes due to ocular surgery.



Optional Practical Training Application

TO BE COMPLETED	RESPONSE
Name:	
Howard I.D. #	
Current Local Address:	
Current Local Telephone Number:	
Immigration Admission Number:	
SEVIS Number:	
School/College at Howard:	
Course of Study (Major):	
When will you complete your degree? (mm/yyyy)	
Level of Study (Select One):	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate/Masters <input type="checkbox"/> Graduate/Doctoral <input type="checkbox"/> Medicine <input type="checkbox"/> Dentistry <input type="checkbox"/> Law
List OPT start and end dates (mm/dd/yyyy): <ul style="list-style-type: none"> • Start must be within 60 days of program completion • Permission lasts for a maximum of 365 days 	
FOR OFFICE USE ONLY	
CURRENT ENROLLMENT STATUS	
CUMULATIVE GPA	
DATE:	
INITIALS	



Visa & Immigration Services
Howard University, 2400 6th Street, NW, Ste. G10
Washington, DC 20059

Statement of Understanding

I, _____, have read and understood the regulations governing Optional Practical Training contained on the USCIS website (www.uscis.gov). I understand that while on Optional Practical Training I am still in F-1 status and I am subject to all the rules and regulations of an F-1 Visa.

If I do not finish my program, as projected, after the approval of OPT, I will lose the OPT and must stop working immediately.

Upon approval from the United States Citizenship and Immigration Services (USCIS) and the receipt of my Employment Authorization Card (EAC), I will furnish the office of Enrollment Management with the following, to ensure that I maintain my legal immigration status:

- A copy of my EAD Card
- The name, location and telephone number of my place of employment
- Any and all new addresses (within ten days of moving)
- Any change of immigration status (e.g. a change to another visa type)

If I am travelling:

I must obtain a visa coordinator's signature on my I-20 if the most recent signature is six months or older.

I will travel with a job offer letter or proof of employment.

I understand that failure to do any of these may result in the termination of my record in SEVIS and/or may lose legal status in the United States.

Student Signature: _____

Date: _____

Visa Coordinator: _____

Date: _____

Visa & Immigration Services
VISA & IMMIGRATION SERVICES
Howard University, 2400 6th Street, NW, A Bldg., Ste. G10
Washington, DC 20059
Tel: 202-806-2777

Optional Practical Training Certification Form

Note for Academic Advisors and Deans: Students with F-1 immigration status are eligible to apply for employment authorization related to their degree program. The student indicated below wishes to apply for such authorization. To process his/her application, U.S. immigration regulations require that we verify his/her academic standing, prospective date of graduation, and general eligibility. Please complete the advisor's section of this form to assist us in verifying the student's eligibility for employment.

TO BE COMPLETED BY STUDENT

ID# _____
Family Name _____ Given Name _____
Street Address _____
City, State and Zip Code _____ Telephone _____

TO BE COMPLETED BY ACADEMIC ADVISOR OR DEAN

Student's Degree Major _____ Level (circle one) BA/BS MA/MS Ph.D. CERT.

Expected program completion date (based on current number of completed courses and credits) _____

I recommend that this student receive Optional Practical Training to pursue employment related to his/her course of study:

_____ during the student's annual summer vacation for academic year _____.

_____ during academic year _____ while pursuing coursework (maximum of 20 hrs. per week).
Please attach a detailed description of the educational benefits the student will derive from such employment, if granted.

_____ because this student has completed all course requirements for the degree and is registered for thesis or dissertation research credit hours.

_____ because this student will complete all degree requirements on (specify date) _____

Advisor's Name – Please Print **Advisor's Signature** **Date**

Do not write here

Approved _____ Not Approved _____ International Student Advisor _____

Comments _____ Date _____

Certification by Designated School

SECTION A. This section must be completed by the student, as appropriate. (Please print or type):

1. Name: (Family in CAPS) (First) (Middle)			2. Date of birth:
3. Student admission number:		4. Date first granted F-1 or M-1 status:	
5. Level of education being sought:		6. Student's major field of study:	

7. Describe the proposed employment for practical training:

Beginning date: _____ Ending date: _____ Number of hours per week: _____

8. List all periods of previously authorized employment for practical training:

A. Curricular or work/study:	B. Post completion of studies

Signature of student: _____ Date: _____

SECTION B. This section must be completed by the designated school official (DSO) of the school the student is attending or was last authorized to attend:

9. I hereby certify that:

The student named above:

- Is taking a full course of study at this school, and the expected date of completion is: _____
- Is taking less than a full course of study at this school because: _____
- Completed the course of study at this school on (date): _____
- Did not complete the course of study. Terminated attendance on (date): _____

Check one:

- A. The employment is for practical training in the student's field of study. The student has been in the educational program for at least nine (9) months, is in good academic standing, and is eligible for the requested practical training in accordance with INS regulations at 8 CFR 214.2(f)(10). The training that the student will participate in is an integral part of an established curriculum.
- B. The employment is for an internship with a recognized international organization and is within the scope of the organization's sponsorship. The student is in good academic standing.

10. Name and title of DSO:	Signature:	Date:
11. Name of school:	School file number:	Telephone Number:

For Official Use Only
Microfilm Index Number:

(See instructions on reverse)

<p align="center">SPECIAL REGISTRANTS UNDER THE NSEERS SYSTEM</p>	<p>If you are a National Security Entry/Exit Registration System (NSEERS) registrant, i.e. persons from selected countries who are required to register with the INS, you must include:</p> <ul style="list-style-type: none"> • Proof of your registration with your application. • This would be the already required photocopy of both sides of the I-94 which should indicate an identification of Foreign Nationals (IFN #) and a notation regarding registration. • In addition, you should also enclose a brief letter stating the date and location of registration.
<p align="center">UPON RECEIPT OF WORK AUTHORIZATION:</p>	<ul style="list-style-type: none"> • All graduates on OPT are still in F-1 Status • Students cannot begin the next level of study while engaging in Optional Practical Training (OPT) • Students, you must provide the Visa & Immigration Services with a copy of your Employment Authorization (EAD) card, so that your SEVIS record may be updated. Failure to do so will result in your SEVIS record being terminated. • If traveling, your I-20 needs to be endorsed if the signature is older than six (6) months and you must have a valid F1 Visa to reenter the U.S. Please note that graduates on OPT (whether remaining in the DC/VA/MD area or moving to another state) must provide the office with all new addresses within ten days of having moved. • All Students or graduates on OPT must inform the office of their place of employment. (Name of company, address and telephone number, email). • Any change of status – e.g. from F-1 to an H-1B Visa, Permanent Residency, etc. – must be reported to this office immediately upon receipt of this change.
<p align="center">REMAINING IN LEGAL IMMIGRATION STATUS</p>	<p>It is important to submit all applications for change of immigration status in a timely manner.</p> <ul style="list-style-type: none"> • For those wishing to change to an H-1B visa, please note that there is a cap on the number of H-1B visas available each calendar year (October 1 to September 30). • Once the cap is reached, you will be unable to receive an H-1B classification for that calendar year. The cap has been extended by 20,000 for persons who have completed the Master's or Ph.D. Degrees. • If OPT expires before a change of status is acquired, the applicant will be out of status and will then have five months within which to apply for reinstatement to an applicable visa status, such as F-1. For those wishing to return to school at the end of their OPT, applications should be submitted to the institution of choice before the expiration of OPT.

<p style="text-align: center;">TRAVEL AND RE-ENTRY WHILE ON OPT</p>	<ul style="list-style-type: none"> • Students on OPT who wish to travel outside the United States will be readmitted for the remainder of the OPT period, provided that they have a valid visa, an I-20 endorsed by a Visa Coordinator, Job Letter and the Employment Authorization Card (EAD). • Students will be denied re-entry if they travel without the appropriate documents. Students must have a job letter (or some other proof of employment) or an offer of employment in their possession when traveling outside the U.S. • Students are advised not to travel while their OPT application is pending. Please note, regulations regarding passports are being vigorously enforced and visas are only being granted until the expiration date of your passport. Students should therefore ensure that their passports are valid for at least six 6 months at all times. • If a student leaves the U.S. before the EAD is approved by the USCIS, he or she will not be able to return to the U.S. as an F-1 nor be given OPT upon re-entry. Students may also have difficulty returning to the U.S. If their entry visa is not valid, or if the student is re-entering toward the end of the OPT period.
<p style="text-align: center;">HELP?</p>	<p>PLEASE SCHEDULE AN APPOINTMENT WITH A VISA-COORDINATOR FOR INFORMATION ON SPECIFIC APPLICATION PROCEDURES AND FORMS. (PLEASE RETAIN THIS FORM FOR YOUR RECORD)</p>