



OPTIONAL PRACTICAL TRAINING (Post Completion OPT)

OPT WORKSHOPS: It is strongly recommended that you attend an [OPT WORKSHOP](#) before filing your OPT application. All OPT Advising will take place at [OPT Workshops](#)

OPTIONAL PRACTICAL TRAINING (OPT) provides the possibility for you to work in the United States, for 12 months in your field of study (as indicated on your I-20). F1 students in a bachelor's, master's, or doctoral degree program are eligible to apply for OPT in the following situations:

1. full-time after completion of all course requirements for the degree (excluding thesis or the equivalent);
2. full-time after completion of all degree requirements (including coursework and thesis or the equivalent)

A student is eligible for a maximum of 12 months full-time Post Completion OPT per degree level. A student who completes an approved period of OPT and then returns to school to complete a degree program at a higher level would be eligible for another period of OPT.

Your application for OPT must be recommended by an advisor in CIE and then submitted to the U.S. Citizenship and Immigration Services (USCIS) for processing. You may submit your OPT application as early as 90 days prior to your anticipated degree completion and up to 60 days after the program end-date, provided that it is filed within 30 days of the date the DSO enters the OPT recommendation into SEVIS system.

ELIGIBILITY

You must meet the following criteria in order to be eligible to apply for OPT:

- " Be in valid F-1 status
- " Enrolled fulltime. Minimum 12 units for undergraduate or 8 units for graduate students. You are also eligible to apply for OPT if you have approved Reduced Course Load (RCL).
- " Fulfilled one year full-time requirement You must have been enrolled full-time for at least one full academic year prior to submitting an OPT application.
- " Be in good academic standing Defined as a minimum G.P.A. of 2.0 (Undergraduate students) or 3.0 (Graduate students).
- " You are physically maintaining F1 status and attending classes in the U.S.
- " You have not completed more than 364 days of full Curricular Practical Training (CPT).
- " You have not already been approved for 12 months of Post Completion OPT at the current degree level.
- " Job offer is not required.

APPLICATION PROCEDURE

In order to apply for OPT; you will need to follow the procedures below:

1. Attend an OPT Workshop via Zoom or review [the OPT workshop online version](#)
2. Complete the OPT Request Form. (Page 7) You should complete Student Information Section and have your academic advisor(s) complete the attached Academic Information Section. If you are enrolled full time for your last semester.
 - " Graduate students your academic advisor and your project/thesis advisor
 - " Undergraduate students (1) your major department advisor and (2) a General education advisor (Sam Tran in AACE. Please call email Sam.Tran@csueastbay.edu)
 - " At this time, we will accept emails from your academic department in lieu of signatures on the form.
 - " If you have an approved RCL form, you do not need advisor signatures.
3. Email your completed OPT Request Form (and any emails from your academic departments) to cie@csueastbay.edu for processing. CIE advisors will process your request and send your OPT Request I 20 via email.
4. Onr pacs (d)-4i(is)2.ruacdT Req (d)-4iese15.01EMC ET /Art03 Tw 0.53 0 Td [(o)31(nr p)6a2(v)3 (,)-8(1)4

- ” Employment authorization document (EAD or OPT card)
- ” Verification of employment (job offer letter) Please note: the regulations allow for re-entry during OPT in order ‘to resume employment’, so you should be prepared to document your employment, or at least your efforts to gain employment.

Note: If you are absent from the U.S. for 5 consecutive months or longer, your current immigration status is considered ‘abandoned’. In other words, you may not be allowed re-entry to the U.S., even if you present a valid OPT authorization, visa, and ID.

- ” If I complete another degree...

Optional Practical Training (Post Completion) Request Form

STUDENT INFORMATION (THIS SECTION MUST BE COMPLETED BY STUDENT)

Last Name:

First Name: _____

Start Date: _____ (mm/dd/yyyy) *

End Date: _____ (1 day less a year after start date (365 days))

