F-1 Optional Practical Training (OPT) Request Form

Please complete the form and gather all the documents on the checklist to submit to International Student Affairs (202 Roosevelt Hall). We highly recommend that you attend an OPT workshop during your final semester to learn about the most updated regulations and request process.

Name: ___________________________________________ Hofstra ID: __________________________
 ___________________________________________ Given Name
Surname/Family Name

Personal Email: ___________________________ Phone Number: ___________________________
(Non-Hofstra email address that you will check daily)

Current Address: __________________________________________________________________________

Mailing Address (for EAD card, if it is different than current address):
________________________________________________________________________________________

Degree Level: □ Bachelor □ Master □ Doctorate □ Law (LLM or JD) Major: __________________________

Have you had previous full-time CPT or OPT authorization? □ No □ Yes

I am requesting work authorization for these dates:

Proposed OPT start date* (mm/dd/yyyy): ________________ Proposed OPT end date: ________________

* For post-completion OPT, you can choose any date during the 60 day grace period as the proposed start date.

I am requesting the following Optional Practical Training (OPT) authorization:

☐ Pre-Completion OPT (Before graduation-during your program)
  ☐ Part-time: 20 hours per week while classes are in session (fall and/or spring semester)
  ☐ Full-time: more than 20 hours per week during the summer vacation and at other times when school
                is not in session, or after completion of your course of study.

☐ Post-Completion OPT (After Graduation or after finishing all coursework)
                Full-time only (more than 20 hours)

Student Signature: ___________________________ Date: __________________________

For Zarb School of Business Graduate Students, please submit this form directly to International Student
Affairs.

All other students are required to receive a signature from their academic advisor to confirm that the student
has met all graduation requirements.

Student’s Confirmed Graduation Date: ___________________________ Phone Number: ___________________________

Advisor Name (Print): ___________________________ Signature: ___________________________

Last updated 03/28/2019
What is Optional Practical Training (OPT)?
Optional practical training is one type of work permission available for eligible F-1 students. It allows students to get real-world work experience related to their field of study.

How long is the application process?
- International Student Affairs (ISA) will review your OPT application within 48 hours. However, please allow 10 business days for processing, in case there are errors.
- You can check the OPT normal processing time through [https://egov.uscis.gov/processing-times/](https://egov.uscis.gov/processing-times/), by selecting Form I-765 and Potomac Service Center.
- Students can only submit an application to USCIS up to 90 days before the program end date on the I-20 and up to 60 days after the end date. Please refer to the following chart for an application timeline.

<table>
<thead>
<tr>
<th>Graduation date</th>
<th>Earliest date to submit OPT application to ISA</th>
<th>Recommended date to turn in OPT application to ISA</th>
<th>Last date to submit OPT application to ISA</th>
<th>Deadline for the OPT application being received by USCIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 31</td>
<td>March 3</td>
<td>April 1</td>
<td>July 15</td>
<td>July 30</td>
</tr>
<tr>
<td>August 31</td>
<td>June 3</td>
<td>July 1</td>
<td>October 15</td>
<td>October 30</td>
</tr>
<tr>
<td>December 31</td>
<td>October 3</td>
<td>November 1</td>
<td>February 15</td>
<td>March 1</td>
</tr>
</tbody>
</table>

F-1 OPT Application Checklist *(Please do not staple any documents when you submit the application to ISA)*:
- **OPT Request Form**: Go to [http://www.hofstra.edu/isa](http://www.hofstra.edu/isa). In the top left menu, click ‘Immigration Advising and Services’ then select ‘Forms’. On the Forms page, click ‘F-1 Optional Practical Training Request Form’.
- **I-765 Application**: [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)
  - Please **type** all the information and sign the signature with **BLUE** ink.
  - Please print out all 7 pages of the application **single sided**.
  - **# 8**: If you ever applied for OPT before, put the USCIS # that is listed on your previous EAD card.
  - **# 13**: If you don’t have a SSN or lost your SSN card, you can check “yes” to apply for one. USCIS will send your information to SSA once they approve your OPT application and the SSN will be issued and mailed to you directly to the address you put on the I-765 application. According to SSA, you will receive the SSN within 7 business days after you receive your EAD. You don’t have to choose to apply for SSN on your F-1-765 application, you can always apply for a SSN in person once you receive your EAD.
  - **# 26**: Put the SEVIS number that is listed on your current I-20. And use page 7 (Part 6), if you had different SEVIS number than your current one, please list all the SEVIS number you had with the academic level, citation to include Page 3; Part 2; Item Number 26.
  - **# 27**: Enter the code that describes the type of OPT for which you are applying:
    - Students who are graduating and applying for Post-Completion OPT will enter (c) (3) (B).
    - For Pre-Completion OPT enter: (c) (3) (A).
  - On page 7 (Part 6), please list any previously authorized CPT or OPT and the academic level at which it was authorized, citation to include Page 3; Part 2; Item Number 27. For CPT, please list the academic level (Bachelor's, Master's, Doctorate); all CPT start dates and end dates; full time or part time. For OPT, please list the academic level (Bachelor's, Master's, Doctorate); start date and end date; and the USCIS number on the EAD card.
- **Copy of valid passport, your F-1 visa and the most recent entry stamp in your passport**
- **I-94 Arrival/Departure record**: [https://i94.cbp.dhs.gov/I94/](https://i94.cbp.dhs.gov/I94/)
- **Copies of all previous Form I-20s (including all schools you have attended)** – *do not staple these documents*
- **$410 check or money order** (from a U.S. bank or U.S. Postal Service)
  - **Payable to**: **U.S. Department of Homeland Security**
- **2 recent passport photos - must be 2” by 2” and be taken within 3 months** (lightly write your name and I-94 number on the back of each photo). **You can purchase passport photos from Hofstra Card Services.**
- **Copy of previous Employment Authorization Documents, if you had previous OPT authorization.**

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