

Optional Practical Training for F-1 Students

A benefit for international students
to legally work in their field
after completing a course of study

This presentation was last updated in
January 2025

What is OPT?

Optional Practical Training (OPT) is an F-1 student employment benefit.

- You can be authorized for up to **12 months** of off-campus employment **per educational level** (Associate, Bachelors, Masters, PhD)
- You can work **anywhere** in the US
- There are no restrictions on salary
- Employment eligibility is proven by an Employment Authorization Document (EAD)

Who is eligible for OPT?

- You must have been in valid F-1 student status on your current SEVIS record for **one academic year** (3 quarters) or longer
- You must be **completing** a program of study (for example, an Associate Degree or a long Certificate)
- You must **not** be a participant in Highline's Short Term Program
- You must be **present in the US** at the time of application

What kinds of jobs can I get?

- You must work in your “**field of study.**”
- All jobs must be “directly related to [your] **degree program.**”

...Basically, your job responsibilities have to connect to the **major** listed on your I-20. This is easier in some majors than in others!

How do I maintain my status while on OPT?

1. You must work at least **21 hours per week** (on average) to be considered “employed.”
2. You must not be “unemployed” for more than **90 days** during the authorization period.
(Time out of the US counts as “unemployment” time!)
3. You must **report** all job changes and changes to your personal information to the SEVP Portal within **10 days**.

How do I apply?



FILE ONLINE

<https://myaccount.uscis.gov/>

- create an account
- file I-765 (Application for Employment Authorization)
- form auto-saves and can be edited for 30 days

When can I apply?

- The earliest you can apply is **90 days** before your last day of study.
- All applications must be received by the US government before the end of your **60-day grace period**.
- Apply early! Applicants who apply during their grace period will likely get authorized for less than 12 months of work.

When can I apply?

Final Quarter	Application Window Begins	Quarter Ends	Application Window Ends
	(90 days before quarter end date)		(60 days after quarter end date)
Fall 2024	9/14/2024	12/13/2024	2/11/2025
Winter 2025	12/21/2024	3/21/2025	5/20/2025
Spring 2025	3/14/2025	6/12/2025	8/11/2025
Summer 2025	5/15/2025	8/13/2025	10/12/2025
Fall 2025	9/12/2025	12/11/2025	2/9/2026
Winter 2026	12/19/2025	3/19/2026	5/18/2026

How Long Does It Take?

Gather materials and begin filing:	2-3 hours
I-765 Review Meeting:	1 hour
Finish filing online:	<1 hour

Wait for Employment Authorization Document (EAD) and Social Security Number (SSN):
30 - 90 days

Try to file by the middle of your final quarter!

What do I need to prepare?

A complete OPT application packet includes:

1. OPT-endorsed I-20 (see [OPT I-20 Request Form](#))
(and any CPT-endorsed I-20s)
2. Completed [I-765](#) form (this includes an SSN request)
3. Photo page from passport
4. [Electronic I-94](#)
5. Recent passport photo (US format: white background, 2"x2")
6. Payment of \$470 (US credit/debit card or bank transfer)

Premium Processing

- Reduces processing time to 30 days (or fewer?)
- Can be filed at same time as OPT application
- Requires additional fee of...

\$1,685 !!!



OK! I'm ready. What do I do?



See our detailed checklist at
[https://international.highline.edu/
current-students/employment/](https://international.highline.edu/current-students/employment/)



Step 1.

Apply to graduate! You may do this as soon as you enroll in your final quarter of classes.

<https://registration.highline.edu/graduation/>

Step 2.

Prepare your documents.

- valid passport
- new passport photos
- I-94
- any previous CPT/OPT I-20s and/or EADs



Step 3.

Create an account at USCIS.gov



Step 4.

Start an I-765 application and begin uploading documents. Do NOT submit yet! The form auto-saves and can be edited for 30 days.

Step 5.

Fill out ISP's OPT I-20 Request Form

The request form requires:

- SEVIS ID number
- Final quarter
- Degree/certificate you are earning
- Requested employment start date



Step 5, part 2.

Schedule your I-765 Review Meeting with an ISP Advisor.

Before your meeting, prepare all documents, make a [USCIS.gov](https://uscis.gov) account, and start the online I-765 application... but **DO NOT SUBMIT!**



Step 6.

Attend the I-765 Review Meeting.

- Zoom: be ready to screenshare
- In-person: bring your laptop

The ISP Advisor will check your online application for accuracy and completeness. Please use this appointment to ask any questions you have about OPT.

Step 7.

Receive your OPT I-20.

- We'll **shorten your program length** so that your program end date matches your last date of study.
- We'll indicate your **requested OPT dates**.

Step 8.

Submit the completed application online!

This must be done within 30 days after the OPT I-20 is issued. If you file it late, you **WILL** be denied.



Your case will be assigned a receipt number immediately upon submitting.

USCIS has a tracker tool but it is unreliable - please ignore this.

Step 9.

Start looking for jobs!

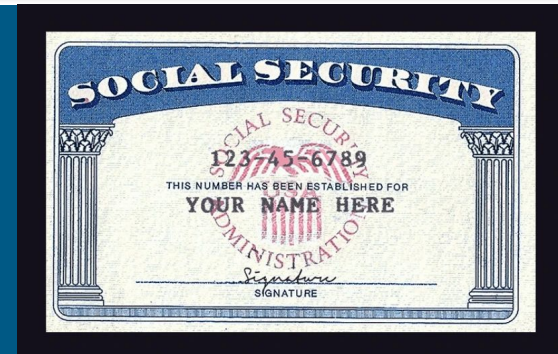
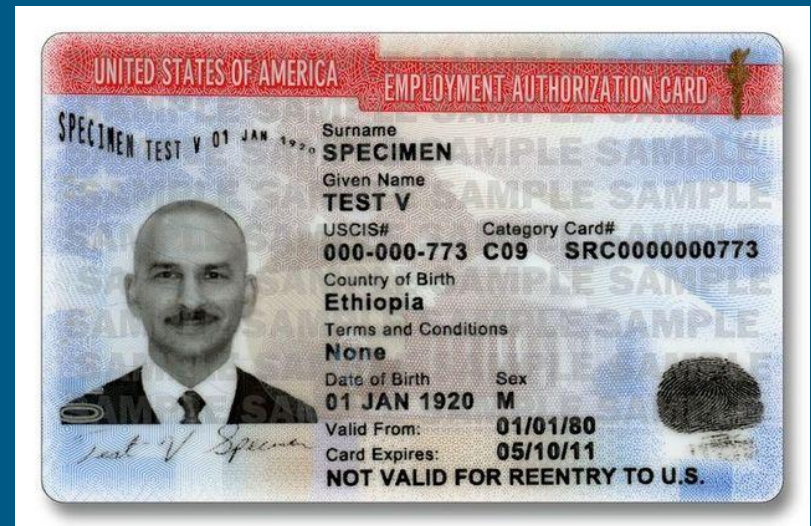
You can apply and interview for jobs before your OPT is approved, and even before you graduate!

DO NOT WORK without government approval.



Step 10.

Get approved!! Receive your EAD and SSN.





Step 11.

Begin working (on or after EAD start date).

Step 12.

Report employment.

You will receive a link to create a **SEVP Portal Account** on your EAD Start Date. Create your account within **14 days** or the link will expire.

- Report your employer within **10 days**.
- Report any changes to your contact info.
- Log in at least once every **90 days**.

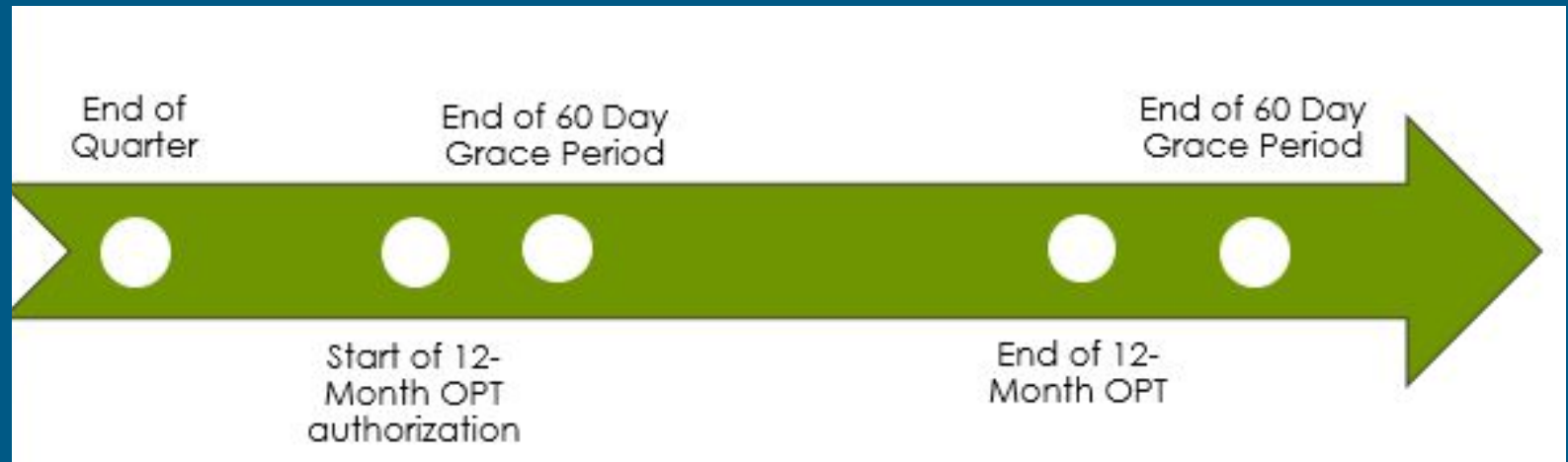


FREQUENTLY

QUESTIONS

ASKED

How do I choose a start date?



Your OPT start date must be within your 60-day grace period. USCIS will take the same amount of time to approve your application regardless of the date that you choose.

→ Most students choose a LATE date.

Here's that table again...

Final Quarter	Application Window Begins	Quarter Ends	Application Window Ends
	(90 days before quarter end date)		(60 days after quarter end date)
Fall 2024	9/14/2024	12/13/2024	2/11/2025
Winter 2025	12/21/2024	3/21/2025	5/20/2025
Spring 2025	3/14/2025	6/12/2025	8/11/2025
Summer 2025	5/15/2025	8/13/2025	10/12/2025
Fall 2025	9/12/2025	12/11/2025	2/9/2026
Winter 2026	12/19/2025	3/19/2026	5/18/2026

How can I find a job?

Highline's Career Services website has a lot of great links!

<https://studentemployment.highline.edu/>



- **Multiple jobs ok!**
- **Volunteer work ok!**

When can I start working?

You can begin work on your EAD start date if you have already received your EAD card.

Example 1: You applied to have a start date of September 1. It is September 10 and you have not received your EAD card yet. Can you work?

NO – not until you receive your EAD card.

Example 2: You applied to have a start date of September 1. It is August 25 and you just received your EAD. Can you work?

NO – not until the date printed on the card (Sept. 1).

How do I end OPT?

- You may not work after the EAD End Date. In the US, it is recommended that you give “2 weeks’ notice” to your employer.
- If you maintain status for the full OPT period, you will receive another 60-day grace period after OPT is over. During that time, you must transfer out, return to Highline for a new program, or leave the US.
- You may stop OPT early by transferring out or leaving the US (with no plan to return). Speak to an ISP advisor.
- The “5-month Rule” states that there must not be a “gap in activity” (work or study) greater than 5 months.

Can I travel internationally before/during OPT?

International travel is RISKY and COMPLICATED.

- The I-765 application **MUST** be filed while in US. If you leave US and try to come back in grace period without filing first, you **WILL** be refused re-entry.
- **Visa renewals** may be denied because OPT is “optional” - renew visa **BEFORE** graduating if possible
- Government expectation is that you **find a job ASAP** after graduating; traveling may be seen as “goofing off”
- CBP expects you to travel with **proof of OPT approval** (EAD and I-20 showing “approved”) and **job offer letter** (or letter confirming continued employment)

International Travel Requirements

Documents	Before completing program and before EAD issuance	After completing program and before EAD issuance	After completing program and after EAD issuance
Valid passport	✓	✓	✓
Valid F-1 visa stamp	✓	✓	✓
OPT I-20 with a valid travel signature	✓	✓	✓
Evidence of financial support	Strongly recommended	Strongly recommended	Strongly recommended
OPT receipt: I-797 Notice of Action		✓	
Job offer letter from employer		Strongly recommended	✓
EAD (Employment Authorization Document)			✓

Thanks to UC Berkeley for this great chart!

Travel is RISKY. Is it worth it?

Other Considerations

- **Medical Insurance Eligibility**
 - Not required but strongly encouraged
 - Must be continuous
 - Must check eligibility before each quarter
- **Studying During OPT**
 - Optional
 - Must be part-time (below 12 units per quarter)
 - Must be at/below your OPT educational level
- **STEM OPT Extension only available for Bachelors level and higher**

Other Considerations

- **Campus View Housing**

Graduating ISP students may be eligible to remain in CV for up to one quarter after graduating, IF all of the following are true:

- 1) they are already living in CV during final study quarter
- 2) they inform CV of intent to remain in CV by week 6 of final study quarter
- 3) they apply for OPT during final study quarter (not grace period)

How can I get more information?

**Please meet with an ISP Advisor
to discuss your specific situation.**

**OPT can be a life-changing
experience. Good luck!**

