
OPTIONAL PRACTICAL TRAINING (OPT) INSTRUCTIONS

Optional practical training (OPT) provides you opportunity for employment experience in your chosen profession for one year. The work must be directly related to your major field of study and appropriate for someone with your level of education.

Authorization for OPT comes from USCIS. The application processing time is typically 90 days. So please apply in advance and allow sufficient time for your application to process. Once approved, USCIS will issue you an Employment Authorization Document (EAD). You can only work within the days listed on your EAD card.

The instructions on the USCIS website show the option of filling electronically. We advise against this. We advise that you file the application through the mail. Electronic filling has not been effective.

INSTRUCTIONS

1. Your academic advisor must sign the "Recommendation for Optional Practical Training" request form. You can find this form at http://www.kumc.edu/Documents/international/OPTRcommend_2.2014.pdf.
2. Complete the I-765 application form (www.uscis.gov/files/form/I-765.pdf)
 - o Form I-765:
 - Item #3: use OIP's mailing address:
3901 Rainbow Blvd.
MS 3033
Kansas City, KS 66160
 - Item #16: enter (C) (3) (B)
3. Create your application packet for mailing to USCIS. The packet should include:
 - Check or money order for application fee. The fee is \$380. The check or money order should be made out to: **U.S. Department of Homeland Security.**
 - Two (2) passport-size photos. Lightly print your name and I-94# on back of photos, and enclose them in a small plastic bag.
 - Photocopy of your new OPT I-20, pages 1 & 3.
 - Photocopies of all previous I-20s.
 - Photocopy of your I-94 card, front and back
 - Copy of your passport identification pages
 - Copy of your last Employment Authorization Card (EAD), if you were ever issued one
 - Remember to make a copy of your application for your records.
4. Contact an advisor in International Programs for an appointment. At this appointment the OIP advisor will review your OPT application packet and create a new OPT I-20 based on the OPT Request Form. If you have questions about the dates you want to choose for OPT, you can discuss this during the appointment.
5. Submit your complete application packet to the Office of International Programs. **We will mail the packet for you to the USCIS** to the following address:

U.S. Postal Service:

USCIS Phoenix Lockbox
P.O. Box 21281
Phoenix, AZ 85036

Courier Service (e.g., FedEx):

USCIS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

MAILING ADDRESS

Approval takes 90-120 days. USCIS will confirm the receipt of your application within 2–4 weeks. Please ensure that you use OIP's address on the I-765 form, as this is where USCIS will mail all correspondence related to your application. When notices are received, we will forward them to you immediately via email.

Office of International Programs Mailing Address:

**3901 Rainbow Boulevard
Mail Stop 3033
Kansas City, KS 66160**

YOUR RESPONSIBILITIES UNDER OPT

You continue to be a KUMC sponsored F-1 student while on OPT. During your OPT, **the F-1 student must report to OIP within 10 days of occurrence the following changes:**

- Legal name
- Residential mailing address
- Personal email/contact information
- Employer name
- Employer address
- Employment start dates
- Loss of employment

USCIS requires that we report on your status in OPT on a regular basis. We will email you to inquire about your status. If we are unable to contact you, or if you fail to respond, your F-1 immigration status will be changed to "terminated" in the SEVIS system.

You may not begin work until you have received the EAD **and** the beginning date has arrived. Failure to obtain proper authorization and documentation for employment may result in loss of status and deportation.

TRAVEL OUTSIDE THE UNITED STATES

If you must travel please consult with our office. When traveling, you should carry: a current visa, your EAD, your OPT I-20 endorsed for travel, and a letter from your current employer indicating the specifics related to your position and that you will be returning to your employment following travel. If you do not have a current visa, we advise that you do not leave the United States. It may be difficult to obtain an F-1 student visa.

CONTINUING YOUR EMPLOYMENT AFTER OPT

Depending on your employment and situation there may be several options for you to continue employment in the United States. These options currently include: extension of OPT; and, change of status to another status (J-1, H-1B, L-1, TN). Please contact our office, 6-8 months prior to your EAD expiration, to determine how you can continue to be legally employed in the United States.