Optional Practical Training (OPT) is a benefit of F-1 status, which allows degree-seeking students to apply for work authorization in order to gain employment experience in a field directly related to the student’s major area of study. OPT applications are specific in that they have start and end dates and are authorized for part- or full-time work. Additionally, these petitions can be pre-completion of study or post-completion.

PART-TIME VS. FULL-TIME/ PRE-COMPLETION VS. POST-COMPLETION OPT
Pre-completion OPT is for work authorization that will begin and end prior to the program end date on the student’s I-20. While school is in session, a student may apply for part-time (up to 20 hours/week) pre-completion OPT while also enrolling in the required full-time hours of coursework. Full-time pre-completion OPT may be requested for breaks when a student is not required to enroll or when a student has completed all course requirements and only lacks completion of the thesis or dissertation.

Post-completion OPT is for work authorization that will start after the program end date on the I-20. Post-completion OPT MUST be full-time. Students who have completed all course requirements except for the thesis or dissertation may apply for post-completion OPT although it may require the I-20 end date to be shortened. The Office of International Student and Scholar Services can advise you on the best possible scenario for your OPT application.

Separate applications are required for each type of OPT, meaning you would not be able to apply for five (5) months of pre-completion OPT followed by seven (7) months of post-completion OPT on the same application.

TIME LIMITS
Twelve (12) months of Optional Practical Training is authorized at each academic level. For example, a student would be eligible for 12 months of at the bachelor’s level and another 12 months at the master’s level; but, would not get OPT for doing a second bachelor’s degree. Students who participate in 12 months, or more, of full-time Curricular Practical Training (CPT) are not eligible for OPT at the same level.

The use of part-time OPT is deducted from the 12-month limit at half the rate so a person who has done 12 months of part-time OPT would still be eligible for 6 months of full-time OPT.

An extension is possible beyond the first 12 months of OPT for students with degrees in STEM fields (Science, Technology, Engineering, and Mathematics). Please contact the Office of International Student and Scholar Services for more details.

EMPLOYMENT DATES
Authorization for post-completion OPT can begin as early as the date of graduation or as late as 60 days following the graduation ceremony. For graduate students, it may begin as early as the date

Revised 1/2016
OPTIONAL PRACTICAL TRAINING

required after degree requirements are completed, or as late as 60 days after the acceptance of a thesis or dissertation. The starting date for the OPT Employment Authorization Document (EAD) will be the date requested by the student or the date OPT is approved at the USCIS Service Center, whichever is later. The student will also request an end date, which is no more than 12 months later than the start date.

FILING DEADLINES
You must submit an application for OPT to International Student and Scholar Services (ISSS) within the 90-day period prior to the completion of your program of study and up to 60 days after your program end date. You MUST attend an OPT Workshop prior to submitting your application to ISSS, we will walk you through the process of obtaining the appropriate documents and recommendations.

PROCESSING TIME FOR APPLICATION
Once mailed to USCIS, a receipt will be sent to ISSS to confirm the arrival of materials at USCIS. A decision for the petition takes approximately 90 days. USCIS will mail the card directly to ISSS and we will notify you when your card has arrived.

*Please note: You cannot begin employment until you have received the EAD or until the Effective Date of the EAD, whichever is later.*

REPORTING REQUIREMENTS ON OPT
All students will OPT must report the following to the Office of International Student and Scholar Services:

- Any change in name
- Residential address
- Updated email address
- Telephone number
- Name, address, phone number, and supervisor for employer
- EIN for employer
- Any change to the name and address of employer
- Any interruption of employment

CANCELLATION OF OPT
If one decides to cancel OPT, it is sometimes possible to do so. Once the EAD has been processed by USCIS, OPT cannot be cancelled if the start date on the EAD has passed.

TERMINATION OF PRACTICAL TRAINING
Authorization to engage in practical training employment is automatically terminated when you transfer your record to begin study at another school or at another educational level.
OPTIONAL PRACTICAL TRAINING STUDENT APPLICATION

Family Name: ____________________________________________

First (Given) Name: ______________________________________

Student ID: ____________________________________________

Major: ________________________________________________

Degree Level: __________________________________________

Expected Completion Date: ________________________________

I am applying for:  _____ Pre-completion OPT  □ Part-time  □ Full-time
                     _____ Post-completion OPT

Requested Start Date: _____________________________

Requested End Date: ________________________________

Signature: ____________________________________________

REQUIRED DOCUMENTS TO ACCOMPANY APPLICATION

- Completed Form G-1145 (to receive receipt notice by text and email)
- Completed Student Application
- Completed Form I-765 (use black ink). In question 16, use code (c)(3)(a) for pre-completion OPT or (c)(3)(b) for post-completion OPT
- Completed Department Recommendation Form
- Completed Post-Completion OPT Agreement (if applicable)
- Copy of most recent I-94
- Photocopies of passport biographical page, most recent visa, and I-94 document
- Copies of ALL I-20s for current degree program
- Unofficial transcript from The University of Southern Mississippi
- Two passport-style photos
- Check or money order for $380 made payable to Department of Homeland Security

The Office of International Student and Scholar Services will review the materials and produce an I-20 with the OPT recommendation. You will be sent an email requesting you to come in to sign the new I-20. The petition and supporting documents, which include a copy of the signed I-20 will be sent by the Office of International Student and Scholar Services once you sign the recommendation I-20.
POST-COMPLETION OPT AGREEMENT

I understand I am responsible for the following should USCIS approve my post-completion OPT petition:

- Reporting to the Office of International Student and Scholar Services within ten (10) days of a change in:
  - Legal name
  - Residential address
  - Name, address, and supervisor of my employer
  - Changes to my employment status
  - Email address
- Pursuing work opportunities that are directly related to the program listed on my I-20
- Being aware of, and not exceeding, the unemployment limit of 90 days
- Keeping my passport valid six months into the future
- Requesting a signature on my I-20 from ISSS for out-of-country travel
- Complying with US tax laws

I understand the following statements:

- On-campus employment positions must be directly related to the major listed on my I-20, at a level matching the degree earned
- Failure to maintain a relationship with ISSS and maintaining your SEVIS record may result in the loss of your lawful F1 status and/or revocation of your authorization to work
- Extensions to the end date of my I-20 are not possible once the end date has passed
- Issuance of a new I-20 for transfer to a new school or new program of study will invalidate the OPT authorization
- You have 60 days after the expiration of your OPT to depart the US, transfer to a new school, have an I-20 issued for a new program or apply for a change of status to another immigration classification

This form will also serve as the contact information for Release of OPT Work Authorization Card (EAD) if the card is mailed to the Office of International Student and Scholar Services.

Signature:  

Name (print):  

Student ID:  

Date:  

Phone:  

Email Address:
Optional Practical training (OPT) is a benefit of F-1 status, which allows degree-seeking students to apply for work authorization in order to gain employment experience that is directly related to their field of study. OPT applications are specific in that they have start and end dates, are authorized for either part-time or full-time work and are considered for pre-completion or post-completion (of study) petitions.

Applications for OPT involve the student, their academic department(s), the Office of International Student and Scholar Services and the US Citizenship and Immigration Service (USCIS). When an application is approved, USCIS mails the student an Employment Authorization Document (EAD), which contains the student’s photograph, OPT category and the dates of authorized employment.

This form is to certify that the referenced student is expected to complete all the requirements for graduation by the expected completion date below. If applicable, I certify that he/she has reconciled all “Incomplete” grades with my department.

Please complete the following to assist in the completion of this request for OPT status:

Student Name:
________________________________________________________

Student ID: _____________________________________________  Major: ___________________

Degree Level: ___________________________________________  Expected Completion Date: ____________

Signature of Academic Advisor: ____________________________

Printed Name: __________________________________________

Date: __________________________________________________
### I-765, Application For Employment Authorization

<table>
<thead>
<tr>
<th>For USCIS Use Only</th>
<th>Fee Stamp</th>
<th>Action Block</th>
<th>Initial Receipt</th>
<th>Resubmitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Application Approved</td>
<td>☐ Application Denied - Failed to establish:</td>
<td>☐ Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)</td>
<td>Relocated</td>
<td>Sent</td>
</tr>
<tr>
<td>☐ Authorization/Extension Valid From</td>
<td>☐ Eligibility under 8 CFR 274a.12(a) or (c)</td>
<td></td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>☐ Authorization/Extension Valid To</td>
<td></td>
<td></td>
<td>Approved</td>
<td>Denied</td>
</tr>
<tr>
<td>Subject to the following conditions:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I am applying for: ☐ Permission to accept employment. ☐ Replacement (of lost employment authorization document). ☐ Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name (Family Name) (First Name) (Middle Name)

2. Other Names Used (include Maiden Name)

3. U.S. Mailing Address (Street Number and Name) (Apt. Number)
   - 110 College Dr, #5151
   - Apt. Number

   (Town or City) (State) (ZIP Code)
   - Hattiesburg MS 39406

4. Country of Citizenship or Nationality

5. Place of Birth (Town or City) (State/Province) (Country)

6. Date of Birth (mm/dd/yyyy)

7. Gender ☐ Male ☐ Female

8. Marital Status ☐ Married ☐ Single ☐ Divorced ☐ Widowed

9. Social Security Number (Include all numbers you have ever used, if any)

10. Alien Registration Number (A-Number) or Form I-94 Number (if any)

11. Have you ever before applied for employment authorization from USCIS? ☐ Yes (Complete the following questions.)

    Which USCIS Office? Dates

    Results (Granted or Denied - attach all documentation)

    ☐ No (Proceed to Question 12.)

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)

13. Place of Last Entry into the U.S.

14. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

15. Current Immigration Status (Visitor, Student, etc.)

16. Eligibility Category. Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(7)(ii), etc.

17. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

   Degree __________

   Employer's Name as listed in E-Verify __________

   Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

18. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Question 16 above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

   Applicant's Signature
   Date of Signature (mm/dd/yyyy) __________

   Telephone Number __________

   Signature of Person Preparing Form, If Other Than Applicant

   I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

   Preparer's Signature
   Date of Signature (mm/dd/yyyy) __________

   Printed Name __________

   Address __________

Form I-765 11/04/15 Y
What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receipting your immigration form.

ROUTINE USES: The information provide on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File (A-File) and Central Index System (CIS), which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 3 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue, NW, Washington, DC 20529-2140. OMB No. 1615-0109. Do not mail your completed Form G-1145 to this address.

Complete this form and clip it on top of the first page of your immigration form(s).

<table>
<thead>
<tr>
<th>Applicant/Petitioner Full Last Name</th>
<th>Applicant/Petitioner Full First Name</th>
<th>Applicant/Petitioner Full Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address</td>
<td>Mobile Phone Number (Text Message)</td>
<td></td>
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</table>