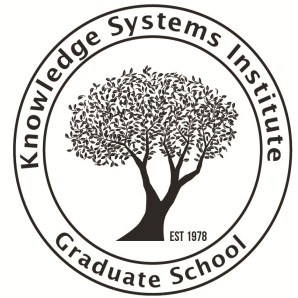


Knowledge Systems Institute Graduate School



Optional Practical Training Request Form

- Before completing this form, you must speak with the Administrative Office
- Your new OPT I-20 will be ready for pick up 3-5 business days after submitting this form.
- USCIS must receive your complete OPT application within 30 days of the new OPT I-20 being issued.

Family Name (Last Name):		Given Name (First Name):		
Social Security Number:		Date of current I-20 expiration :		
Date of Birth (mm/dd/yyyy):		Current US Address:		
Country of Citizenship (Nationality):		Place of Birth:		
Date of Last Entry into the U.S:		Place of Last Entry into the U.S:		
Email address:		Telephone:		
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Seperated <input type="checkbox"/> Divorced				
Have you been authorized for OPT in the past? <input type="checkbox"/> No <input type="checkbox"/> Yes - From : _____ To : _____				
If you have been authorized for OPT in the past, on which degree level was it based? <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Ph.D.				
When do you expect to graduate? Semester: _____ Year: _____		For which type of OPT are you applying? <input type="checkbox"/> Pre-Completion <input type="checkbox"/> Post-Completion* *Post-OPT requests: The earliest you can submit this application is 90 days before you graduate.		
Requested OPT Authorization Dates:		*Start Date : _____	End Date : _____	
*Start date must be within 60 days of your program completion date.				
<i>"I understand the responsibilities required for maintaining F-1 status during my period of OPT authorization as stated"</i>				
Signature of Student:		Date:		
Academic Recommendation This section must be completed by the Administrative Office.	Student's Major:		Concentration (if applicable):	
	Expected Completion Date :		Academic Advisor:	
	Is student registered in current term? <input type="checkbox"/> Yes <input type="checkbox"/> No		Graduate students only: Has student applied for filing fee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If the student is requesting "pre-completion" OPT, has s/he completed all required courses? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	<i>Has the student completed the following Graduation Requirements?</i>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the student completed all courses (prerequisites, Core and Area)?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the student passed the Comprehensive Exam?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the student successfully presented his or her Thesis Project?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the student met the English Proficiency Requirement?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the student met all financial obligations to the school?		
Administrative Officer Name:		Administrative Signature:		
Advisor Name:		Advisor Signature:		

OPT Application Instructions & Frequently Asked Questions

For further information on SEVP Policy on OPT, please review the official policy guidelines:
http://www.ice.gov/doclib/sevis/pdf/opt_policy_guidance_042010.pdf

When should I apply?

KSI will support your OPT Application and filing after successful retrieval of a presentation date from your thesis advisor.

Apply early! It takes about three to five months to receive your EAD from the USCIS. Expedites are not available. However, only the Administrative Office can approved your OPT request. Students who are applicable for OPT must have met the academic requirements. For further information on what those academic requirements are, contact the Office at office@ksi.edu

- The earliest USCIS can receive the application is **90 days before** the date of your program completion.
- The latest USCIS can **receive** the application is the **60th day following your completion date**, assuming you do not leave the U.S.
- It can take up to two weeks to prepare the OPT application before sending to USCIS (especially for busy students!)

What documents should I submit?

Students should submit the following documents:

- ✓ OPT Request Form and Filing Fee of \$55
- ✓ Form I-765 (available online)
- ✓ \$380 check or money order payable to "U.S. Department of Homeland Security" (Do not postdate your check. The date format for your check should be as follows: month/day/year)
- ✓ Two passport style photos (for your EAD card) - Photos must be taken recently!
- ✓ Photocopy of all previous I-20s issued to you (1st and 3rd page only)
- ✓ Photocopy of passport identification page
- ✓ Photocopy of I-94

What is my "completion date"?

The "completion date" for OPT purposes is defined as follows:

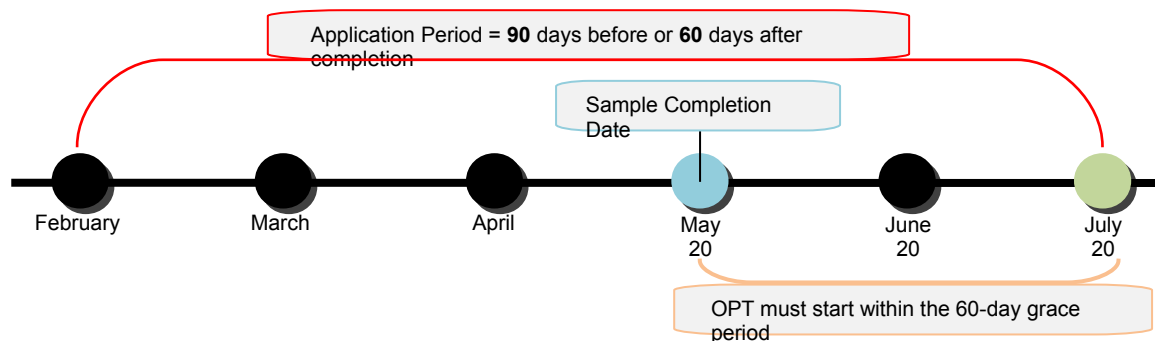
- The day on which all degree requirements are fulfilled, such as filing the thesis requirement
- Your program end date on your I-20 is the same date as your completion date. This is also your graduation date on your diploma. The three graduation dates are May 20, Aug 20, Dec 20.

Changing your completion date can cause serious complications for your OPT application. If for some reason you need to change your completion date after the OPT I-20 is created, speak to an Administrative Officer immediately.

What dates should I choose?

Your OPT start date must be within 90 days prior to your completion date and 60 days after your completion date. Your OPT end date will be 12 months later. See diagram below.

Sample Application Timeline. The dates on this sample may not correspond with the dates you will apply for OPT:



How long does it take to get approved for OPT?

Approximately three months from the date USCIS receives your application, though it can be faster depending on the time of year.

When can I start working?

You must wait until you receive your Employment Authorization Document (EAD) from USCIS and your start date has arrived to begin working. Once you complete your degree, you cannot work on-campus or off-campus until you receive the EAD and your start date has arrived.

What counts as employment?

OPT is intended to enhance your academic program by providing a means to gain experience in your field of study. Work NOT related to your program of study is a violation of F-1 status. Students must work at least 20 hours a week in either a **paid or unpaid** position to qualify as employment.

What happens if I cannot find a job?

During OPT, students may not accrue a total of more than 90 days of unemployment.

Can I have more than one employer?

A student may work for more than one employer, but all employment must be related to the student's degree program and, for pre-completion OPT, can not exceed the allowed per week cumulative hours.

What is my status while I am on OPT?

Students on OPT or with a pending OPT application are still in **F-1 status** and must maintain their F-1 status by following the employment and address reporting requirements. Students may remain in the U.S. while their OPT Application is pending.

Can I travel while I am on OPT?

Generally, yes, travel on OPT is possible, but students will need to time their re-entry and carry the correct documents upon re-entry to the U.S. You must have your EAD card, valid F-1 visa, employment letter, and an authorized I-20 in order to travel out of country. Having your EAD only is not valid for re-entry.

What if my visa has expired?

Students who plan to travel outside the U.S. will need a valid F-1 visa to re-enter the U.S. The OPT Application Guide discusses important points and instructions on applying for a visa while on OPT.

What if I lose my EAD card?

If you lose your card, you must apply and pay for a replacement. Complete a new I-765 Form and resubmit it to USCIS with all supporting documents, including the fee. Contact the Administrative Office for an updated I-20. We recommend you keep your EAD at home (not in your wallet) because of the expense and time in applying for a replacement.

What else do I have to do while I am on OPT?

You must **report your employment** and current residential address via office@ksi.edu. Any changes should be reported within 10 days.