Pre-Completion Optional Practical Training

F-1 Status

What is Optional Practical Training?

OPT (short for Optional Practical Training) is a type of employment opportunity which allows F-1 students to obtain work experience in areas related to their academic major. Total of 12 months of OPT available per education level (e.g. Bachelor’s, Master’s, Doctorate). This is full time and may occur anywhere in the United States. In order to be on OPT you need to obtain an Employment Authorization Document (EAD card). While on Optional Practical Training, individuals are still considered F-1 students at Lewis University, even though they may be working elsewhere in the United States.

Am I Eligible for Pre-Completion Optional Practical Training?

- You have valid F-1 visa and enrolled full-time.
- You have been enrolled in a full course of study for one academic year
- You have not exceeded 12 months of full time CPT and CPT is not a valid option.
- You are a full-time student during the employment.
- You do not need a job offer to apply for pre-completion OPT.
- The employment must be directly related to your major field of study and it must be appropriate for someone having your level of education.

Is Pre-Completion OPT a good option?

There are three kinds of Practical Training for International students. Please check the main differences of these three kinds Practical Training on page 6.

Types of Employment

- **Multiple employers**: You may work for more than one employer, but all jobs must be related to your field.
- **Work for hire**: Commonly referred to as 1099 or Independent Contractor Employment; keep evidence of the duration of contract periods and the name and address of the contracting company.

- **Self-employed business owner**: You can start a business or be self-employed while on OPT. You should be able to prove that you have the proper business licenses and that it is related to your degree program.

- Employment through an agency or consulting firm is also allowed.

- **Unpaid Employment**: You may work as a volunteer or unpaid intern, where this practice does not violate any labor laws.

**When can I apply for Pre-completion OPT?**

If you don’t graduate during your work, you can apply for Pre-completion OPT **90 days before** your requested job start date. If you are going to graduate, please apply for Post-Completion OPT.

**How to calculate the deduction from Post-completion OPT?**

Formula as follow:

12 months of OPT = Half of months of pre-completion OPT + Post-completion OPT

Total of 12 months of OPT is available per education level (e.g. Bachelor’s, Master’s, Doctorate). Students, who do part-time pre-completion OPT, will deduct days at half the rate from the total of 12 months of OPT. The remaining months of OPT can be used for Post-Completion OPT. For example, before graduation, if you do part-time pre-completion OPT for two months, it’s considered that you use one month of the total of 12 months of OPT. When you graduate and apply for Post-completion OPT, you can only do it for the remaining months, which is 11 months.

**How to apply for OPT?**

**Step 1: Prepare the following documents before coming to ISS.**

- **Academic Advisor Recommendation Form**: Fill out the form with your academic advisor. Find the Form on page 8.

- **I-765 form**: Please fill out the form online or by handwriting in black pen within the box. Find the tips on page 9 to 12. Download the form via: [https://www.uscis.gov/sites/default/files/files/form/i-765.pdf](https://www.uscis.gov/sites/default/files/files/form/i-765.pdf)
- A copy of your ID page and visa page on your passport. Both of these pages must be readable.
- A copy of your previous I-20s. A copy of all of the I-20s that you have ever had.
- A copy of your I-94. If your last entry is before April 2013, please make a copy of your I-94 that you have got when you entered the U.S. from Immigration. If your last entry is after April 2013. Please print your I-94 via: https://i94.cbp.dhs.gov/I94/#/home
- A cashier’s check or money order of $410 and pay to “U.S. Department of Homeland Security.

The filing fee for Form I-765 is $410, effective 12 a.m. Eastern U.S. time, December 23, 2016. You must also pay an $85 biometric services fee, for a total of $495, if you are:

- Requesting consideration of Deferred Action for Childhood Arrivals (DACA);
- A beneficiary of an approved employment-based immigrant petition and you are facing compelling circumstances; or
- A spouse or unmarried dependent child of a beneficiary of an employment-based immigrant petition who is facing compelling circumstances.

There is no biometric services fee for any other eligibility category.

- Two passport style photos. No older than 30 days.
- (Additional) EAD card. If you have an EAD card before, please include a copy of your EAD card both front of back.
- (Additional) G-1145 form. Use this form to request an electronic notification when USCIS accepts your immigration application. Complete the information below and clip this form to the first page of your application package. Download the form via: https://www.uscis.gov/sites/default/files/files/form/g-1145.pdf

Step 2: Make an appointment with ISS.

At this time, please think about what date you would like to set for your OPT start date. OPT start date should be within 60 days after your graduation. Please Note: Once you confirm the date during the appointment, you cannot change any more. Please think about it carefully.

Step 3: During the appointment, we will:

- Ask you for your OPT start Date.
- DOS’s Recommendation Letter.
- Issue you a new I-20.
Step 4: Mail all of the documents to USCIS by the applicant.

Mail all the document that requested above **within 30 days** by Certified Mail and Courier Service with return receipt requested to:

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US Citizenship and Immigration Services (USCIS)
Attn: AOS
1 820 E. Skyharbor Circle S.
Suite 100
Phoenix, AZ 85034
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In about 2-3 weeks, you should receive a receipt notice (I-797) in the mail.

Note: If your mailing address on your I-765 form (Question#3) is not in Illinois, please find your filing address via: [https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities](https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities)

Step 5: Report to the ISS when you get your EAD card and job Offer.

It’s very important and your responsibility to report to our office, especially when you get a job offer, in order to start your job. Please remember you are still a F-1 student even though you are doing OPT.

**What do I need to provide to the ISS when I find a job?**

It’s very important to provide the following documents to get updated in the SEVIS system. All the documents can be emailed to ISS. If you have any changes on your employer or even job title, please report it to ISS.

- **An offer letter from your employer**
  Offer Letter needs to include the following information:
  - Student’s full name
  - Student’s job title and brief description
  - Start and end date of the employment and work hours
  - Employer’s name, title, address, email, phone number and signature
  - Employer Identification Number (EIN)
  - Company’s name and logo

- **A copies of your EAD card (Front and Back)**
• An address that you can receive your new updated I-20. This is the I-20 with your employer information. Please double check the information when you receive the I-20.

Additional Information – Traveling outside of the U.S.

While OPT is pending, it is not advisable to travel outside the U.S. prior to receiving your EAD card and securing employment. You may travel outside of the U.S. However, there will be a risk that you may not be able to re-entering the U.S. without EAD card.

Once Pre-completion OPT is approved and you have a job offer: please prepare following documents for re-entry:

- Valid passport and visa.
- Valid I-20 with travel signature.
- Valid EAD card
- Job offer letter or letter of employment verification from your current employer.

Please Note:

- Without your EAD card and proof of employment/job offer, you assume a risk in re-entering the U.S. while on OPT.
- You can remain in the U.S. if your F-1 visa has expired. If you travel in and out of the US while on OPT, you must have a valid F-1 visa. If your F-1 visa expires before you re-enter to the United State, you must apply for a new visa at a U.S. Consulate or Embassy abroad PRIOR to your return.

F-2 Dependents - Travel Outside the U.S.: In addition to their own Form I-20 --- with updated travel signature, passport and valid F-2 visa, F-2 dependents should keep copies of the F-1 documents listed above.
# CPT vs. Pre-Completion OPT vs. Post-Completion OPT

The following table is the main differences between three kinds of training. To know more details, please go to ISS website and check each document.

<table>
<thead>
<tr>
<th></th>
<th>CPT</th>
<th>Pre-Completion OPT</th>
<th>Post-Completion OPT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work time?</strong></td>
<td>Part-time or full-time Before Graduation</td>
<td>Part-time Before Graduation</td>
<td>Full-time After Graduation</td>
</tr>
<tr>
<td><strong>Approval by?</strong></td>
<td>Approved by ISS</td>
<td>Approved by ISS and USCIS (EAD card required), up to 90 days for approval</td>
<td>Approved by ISS and USCIS (EAD card required), up to 90 days for approval</td>
</tr>
<tr>
<td><strong>Fee?</strong></td>
<td>No</td>
<td>Yes, $410 to USCIS</td>
<td>Yes, $410 to USCIS</td>
</tr>
<tr>
<td><strong>When to apply?</strong></td>
<td>when you have a job and approved by ISS</td>
<td>90 days prior to Pre-Completion OPT start date</td>
<td>90 days prior to Graduation</td>
</tr>
<tr>
<td><strong>Class registration?</strong></td>
<td>Yes, enrolled as a full-time student</td>
<td>Yes, enrolled as a full-time student</td>
<td>No</td>
</tr>
<tr>
<td><strong>Job offer before application?</strong></td>
<td>Yes</td>
<td>No, but recommend to have one</td>
<td>No</td>
</tr>
<tr>
<td><strong>Job Type Requirement?</strong></td>
<td>Integral part of an established curriculum</td>
<td>Directly related to course of study</td>
<td>Directly related to course of study</td>
</tr>
<tr>
<td><strong>Start date?</strong></td>
<td>Once approved by ISS and meet the start date</td>
<td>Once approved by USCIS (Received EAD card) and meet the start date on the EAD card</td>
<td>Once approved by USCIS (Received EAD card) and meet the start date on the EAD card</td>
</tr>
<tr>
<td><strong>Affect other Eligibility?</strong></td>
<td>Yes, may not do OPT if doing full-time CPT for 365 days</td>
<td>Deducted days at half of the rate from Post-Completion OPT period</td>
<td></td>
</tr>
<tr>
<td><strong>STEM Major Extension?</strong></td>
<td>NO, should apply for post-completion OPT first</td>
<td>No, should apply for post-completion OPT first</td>
<td>Yes, if meet qualifications</td>
</tr>
<tr>
<td><strong>Limited Unemployment</strong></td>
<td>No</td>
<td>No</td>
<td>Yes, up to 90 days</td>
</tr>
</tbody>
</table>

**Note:** I-20 program end date cannot be extended for the purpose of approving CPT or pre-completion OPT. If a student is eligible to graduate/complete coursework, they should apply for post-completion OPT.
Frequently Asked Questions

**What is the difference between Curricular Practical Training (CPT) and Optional Practical Training (OPT)?**

CPT is employment that is an integral part of your major curriculum and allows you to participate in an internship, practicum or cooperative education program. CPT must be required or, if not required, you must receive course credit. CPT is employer specific and must be done before you graduate. OPT is optional for any student who meets the eligibility requirements and you do not need to earn credit. OPT is not employer specific and may be done before or after you graduate. Please refer to our handout regarding the differences.

**Does CPT usage affect OPT eligibility?**

You may use as much CPT as is required for your degree program. However, if you use a total of 12 months or more of full-time CPT, you are not eligible for OPT. Part-time CPT does not affect OPT in any way.

**Can I apply for OPT if I am part-time student in my last semester?**

Yes, as long as you have petitioned OISS to become a part-time student.

**Can I request OPT if my I-20 is not current?**

No

**Do I need a Social Security number?**

Yes, you will need a Social Security number in order to receive payment from your employer.

**Will I be required to pay Social Security and other taxes?**

In general, as an F-1 student you will be exempt from Social Security (FICA) taxes for your first five years in the U.S. as long as you continue to declare nonresident status for tax purposes.

Unless you qualify under a tax treaty between the U.S. and your home government, your earnings as an F-1 student will be subject to applicable federal, state and local taxes, and employers are required to withhold those taxes from your paychecks. For more information on taxes, consult the Internal Revenue Service.
This form provides the information required by the United States Citizenship and Immigration Services (formerly the USCIS) for the granting of employment for practical training to an international student. The student's academic adviser must complete and sign this entire form. Questions can be directed to the ISS Assistant Director. Thank you for your assistance.

Part I to be completed by the student
Last Name: ___________________________  First Name: ___________________________  Middle Initial: ______
ID Number: ___________________________  DOB (mm/dd/yyyy): ___________________________

Part II to be completed by the Academic Advisor
Advisor’s Name: ___________________________  Title: ___________________________
Department: ___________________________  College/School: ___________________________
E-mail: ___________________________  Phone: ___________________________

1. When do you anticipate this student completing his or her studies at Lewis University?
(Please fill in the date and check on of the following)
   • Date: _______/_______/_______
   • Other: ___________________________

Please Note: An international student must be registered full time to maintain legal F-1 visa status.

2. It is required that the adviser describe the type of employment the student is seeking.

3. To the best of your knowledge, is the employment experience the student seeking related to the student's field of study and appropriate to the student's educational level?
   • Yes
   • No

4. Letter from student explaining the reasons and goals of employment as it relates to academic plan and studies.

5. Advisor’s signature, Date.
   ___________________________  _______/_______/_______

Return to: Michael Fekete, Director of International Student Services Office, Lewis University Parkway, Unit #280, Romeoville, IL 60446-2200
I am applying for: Check the box of “Permission to accept employment”

Q1: Write your last name in capital letters. Your first and middle names must be capitalized

Q3: If using a friend’s or relative’s address, write c/o followed by their name
Q9: Check “No” if you do not have Social Security Number. If you have SSN, check “Yes” to Q9.a. and write down your SSN to Q9.b.

You don’t need a social security number when you apply for Opt but you will need one before you start employment.

Q10-13: Fill out the information if you check “No” to Q9.a. Skip these parts if you already have SSN.
Q14: Your Alien Registration number can be found online on your I-94

Q15: If you have not previously applied for OPT before (don’t have EAD card), mark “no”

Q16 & 17: can be answered with the information found on your latest I-94

Q18: If you were a student on your last entry, write down “F-1 Student” for question 14

Q19: write down your current Immigration Status. If you are a student or graduating student write down “F-1 Student”

Q20: The category code for pre–completion Training (OPT) is (c)(3)(A)

Q21-23: Since the eligibility category code is (c)(3)(A), there is no need to write anything in sections 21, 22, and 23.
Q21-23: Since the eligibility category code is (c)(3)(A), there is no need to write anything in sections 21, 22, and 23.

Do not forget to sign your form I-765. Try to sign within the box since they will use this signature for your EAD card.

**Make sure to double check all the information you write on this form as a small mistake can cause serious delays and monetary penalties.**