

## F-1 Full-Time Post-Optional Practical Training Checklist

An F-1 student who desires to work full-time in the U.S. following the completion of all degree requirements may apply for practical training in their field of study. **F-1 students who participated in curricular practical training (alternate work/study, internship, co-operative, education or practicum) for one year or more are ineligible for Optional Practical Training (OPT).** An F-1 student who has used 12 months of the OPT is eligible for another 12 months after changing and completing another higher education level.

### Procedure:

- 1) F-1 visa holders may apply following 12 consecutive months of student status.
- 2) The application period is 90 days before the date of completion of all degree requirements. **Students can also apply within 60 days of graduation.**
- 3) Student's academic advisor must complete a Graduation Verification Form which states the date of completion for the student's degree
- 4) Student must complete and sign form I-765
- 5) An F-1 student applying for Optional Practical Training should send the following documents to the

### **Vermont Service Center:**

- a. Two color photographs, as specified on page 3
- b. **\$410** in the form of a check or money order, made out to "Department of Homeland Security"
- c. Form I-765, completed and signed
- d. Graduation Verification Form
- e. Photocopy of the SEVIS I-20 with OPT recommendation (to be issued by International Advisor)
- f. Photocopy of all previous I-20s from SCSU and other schools attended in the United States
- g. Photocopy of I-94 (front and back)
- h. Photocopy of any previous Employment Authorization Documents (EADs), if applicable
- i. Photocopy of most recent visa
- j. Photocopy of bibliographical page(s) or the passport, with expiration date

### **For Express Mail and Courier Deliveries:**

USCIS  
Attn: AOS  
2501 S. State Hwy 121  
Business Suite 400  
Lewisville, TX 75067

**For U.S. Postal Service (USPS) Deliveries:**

USCIS  
PO Box 660867  
Dallas, TX 75266

Note: Please make a copy of all paperwork for your own records before mailing.

**Important Information:**

- A) If approved by the Vermont Service Center, the student will be issued an Employment Authorization Document (EAD) Form I-688B. Normal processing time ranges from six (6) to eight (8) weeks, but can be even longer.
- B) Once you receive the EAD card, you will need to submit a copy to the Office of International Education (OIE) immediately.
- C) You do not need to show that you have a job at the time of application. However, once you begin your employment, you are required to indicate the name and address of the company, and your address to the Designated School Official (DSO).
- D) You can only start working once you've received the EAD card.
- E) Authorization to engage in practical training is automatically terminated when the student transfers to another school or begins study in another level of education.
- F) If you have not already obtained a U.S. Social Security number, you must apply in-person at the Social Security office. You will need to bring the following documents to the Social Security office:
  - a. Passport
  - b. I-20
  - c. 1-94 card
  - d. Letter of employment
- G) Under certain circumstances, F-1 student employees who have been in the U.S. fewer than five years are exempt from Social Security (FICA) withholding. See Social Security Administration publication SSA 78-10056, "Social Security Coverage for Foreign Students and Exchange Visitors" for further information.  
Note: F-1 students are subject to Federal and State income taxes.
- H) If you do not receive your EAD card 90 days after you have received your Notice of Receipt from USCIS, you may be able to apply for a temporary EAD card. For more information, please contact the Hartford INS office at (860) 240-3050

### Travelling Outside the U.S. While on OPT

You will need to show the following:

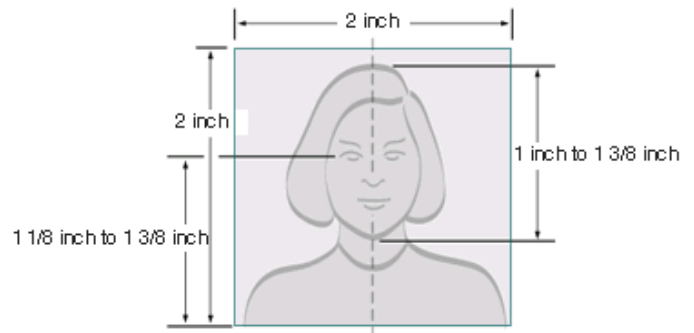
- 1) An I-20 signed by your International Advisor for travel
- 2) An approved EAD card for OPT
- 3) A valid passport and visa
- 4) Proof of job offer in the United States

Note: Re-entry into the United States is not guaranteed. Immigration and Customs Enforcement (ICE) and Customs and Border Protection (CBP) will determine your eligibility for re-entry.

### Photo Composition Guidelines

Images accompanying OPT application must meet US Department of State Guidelines. Photos must

- a) Present the full head, from the top of the hair to the bottom of the chin
- b) Center the head with the frame
- c) Show the person in the photo facing the camera with a neutral expression
- d) Measure 2 in (width) x 2 in (height)



### Well-Composed Photo Examples





Southern Connecticut  
State University

Office of International Education

## GRADUATION VERIFICATION FORM

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Department: \_\_\_\_\_

Degree Pursued: \_\_\_\_\_

Expected Date of Degree Completion\*: \_\_\_\_\_

**\*For Bachelors and Masters Degree candidates, the date of degree completion is generally the last quarter for which the student has registered and completed all degree requirements. For Masters and Doctoral students who are required to submit a Thesis, the date of completion is when the THESIS IS APPROVED.**

Signature of Advisor/Dept. Administrator: \_\_\_\_\_

Name of Advisor/Dept. Administration: \_\_\_\_\_

Please Print

Phone: \_\_\_\_\_

Email: \_\_\_\_\_