

## OPTIONAL PRACTICAL TRAINING – GENERAL INFORMATION

### DEFINITION OF OPTIONAL PRACTICAL TRAINING

Optional Practical Training (OPT) is designed to provide F-1 students with an opportunity to gain actual employment experience in his/her chosen field of study. Its purpose is to complement the student's academic studies. This opportunity is an F-1 privilege, not a right. Students maintain their F-1 status throughout the OPT period and are considered to be UA students for immigration purposes until the expiration date of the EAD Card (also known as Employment Authorization Document, Form I-688B, or Form I-766) or until our office receives confirmation of change-of-status, at which time the electronic SEVIS record will be closed.

### WHEN OPTIONAL PRACTICAL TRAINING MAY BE USED

1. Summer vacations; other times when school is not in session or on "break" - Pre-Completion OPT
  - Student must be currently enrolled and have met the 1 academic year requirement
  - Student must be eligible for registration and intends to register for the next semester
2. Fall and Spring semesters – Pre-Completion OPT
  - OPT used during the normal academic year cannot exceed 20 hours per week while school is in session
  - Student must enroll in full-time studies and continue to maintain status. OPT is not a DHS USCIS-approved reason for a reduced course load.
3. Completion of required coursework and research hours, but not degree requirements – Pre-Completion OPT
  - This is for graduate student who must take additional research hours to complete degree requirements.
  - Students must maintain enrollment while employed on OPT until degree is earned.
4. Completion of degree requirements – Post-Completion OPT
  - Undergraduate students – Degree completion is tied to commencement
  - Graduates – Degree completion is tied to commencement date for non-thesis track grad programs or to the date that the Graduate School accepts thesis/dissertation (e.g. final submission of revised thesis/dissertation).

### ELIGIBILITY REQUIREMENTS

#### Employment Requirements:

- Employment must be directly related to the student's major field of study (not to their previous degree field or to a minor degree field).
- Employment must be appropriate for the student's level of education.
- The work may occur anywhere in the U.S.

#### Student Requirements:

- Student must have been lawfully enrolled on a full-time basis for at least one full academic year.
- Student must be in a degree-seeking program (non-degree students are not eligible for Practical Training).
- Student must be "in good academic standing"
  - Undergraduate students: GPA of 2.0 or above
  - Graduate students: GPA of 3.0 or above
- Passport must be valid for at least six months past the date when the student applies for OPT.

**PLEASE NOTE: English Language Institute (ELI) students and Non-degree students are not eligible for OPT.**

## **DURATION OF OPT**

- Initial OPT is for up to 12 months.
- Student becomes eligible for another 12 month period of OPT upon completing a higher level degree program.
- Extension of 24 months available ONLY for certain STEM (Science, Technology, Engineering, and Mathematics) degree holders – SEE STEM OPT PACKET FOR OVERVIEW.

## **APPLICATION PERIOD**

OPT applications (USCIS Form I-765 – [www.uscis.gov/i-765](http://www.uscis.gov/i-765)) for standard post-completion OPT can be filed up to 90 days before the program end date (i.e. graduation date) and up to 60 days after the program end date.

DHS USCIS accepts applications for pre-completion OPT no more than 90 days prior to a student being enrolled for a full academic year, provided that the period of employment will not start prior to the completion of the full academic year.

## **WHAT IS YOUR GRADUATION DATE? - ACTUAL DATE OF COMPLETION OF STUDIES**

DHS USCIS regulations define the “completion date” as the date when the student completes all requirements for the program of study, not necessarily the date when the student graduates or receives a diploma.

- **Undergraduate students** – the completion date is usually the date of commencement.
- **Graduate students:**
  - **Writing a thesis or dissertation** – completion may be considered to take place as early as the date of the successful thesis/dissertation defense, but completion occurs no later than the end of the semester in which the complete thesis/dissertation with final revisions is submitted to The Graduate School. International students on F-1 or J-1 student visa status cannot use the 0-credit hour exception listed in the Graduate School’s minimum enrollment policy as the basis of maintaining minimum enrollment requirements as an active student. Please see “USCIS” section under “Minimum Hours – Other Policies and Regulatory Bodies” on page 3 of The Graduate School’s enrollment policy:  
<http://graduate.ua.edu/admin/policy/MinRegistrationRequirementsPolicies.pdf>.
  - **Non-thesis or project option** – the completion date is usually commencement date but can vary

## **PART-TIME VERSUS FULL-TIME OPT**

Both part-time and full-time OPT count toward the 12-month limit. Part-time OPT is only available prior to degree completion; all post-completion OPT is considered full-time. Part-time training (20 hours per week or less) counts the same as the full-time rate (more than 20 hours per week). Part-time and full-time OPT are subtracted at the same rate from the 12-month initial OPT period.

## **CANCELLATION OR POSTPONEMENT OF AUTHORIZATION**

Once the EAD Card (Employment Authorization Document USCIS Form I-688B or I-766) is issued, the work authorization may not be cancelled or postponed. This means that unexpected delays in completing degree requirements, inability to find a job, or loss of a job may reduce the amount of time that you have available to actually work.

Furthermore, if a student accepts another I-20 prior to the end of the allowed period of OPT employment and (1) transfers to a different institution or (2) begins a new degree program at the same institution, the employment authorization indicated on his/her previous I-20 is automatically terminated on the date when the new I-20’s validity begins. Once Optional Practical Training has been authorized, it is either used or lost—it cannot be recuperated.

## **AUTHORIZED BEGINNING DATE OF EMPLOYMENT – BASED ON EAD CARD**

A student is not eligible to begin work until both of the following requirements have been satisfied:

- (1) the Employment Authorization Document (EAD) is physically received by the student, and
- (2) the authorized beginning date of employment indicated on the EAD has arrived

## **CHANGE OF EMPLOYER WHILE ON OPT**

OPT is not employer specific. Students in F-1 status do not need to have a job offer in order to apply for OPT. A student may change employers at any given time as long as the new job is

- (1) directly related to the student's major field of study
- (2) appropriate for the student's level of education

NOTE: As long as OPT is valid, students are required to report any change of name, change of address, and/or termination of employment to the CIS office within 10 days of the event. CIS reports these changes to DHS and USCIS through SEVIS. Remember, while on OPT you are still in F-1 status and the reporting responsibility of The University of Alabama.

## **UNEMPLOYMENT PROVISIONS FOR INITIAL 12 MONTHS OF OPT**

During post-completion OPT, F-1 status is dependent upon employment. Students may not accrue an aggregate of more than 90 days of unemployment during the initial 12 months of post-completion OPT authorization.

## **TRAVEL OUTSIDE THE UNITED STATES WHILE ON OPT**

In order to be allowed to reenter the U.S. while on OPT, a student must present the following at the Port of Entry:

- (1) a valid passport containing a valid F-1 visa (Valid F-1 Visa Exception: Travel to Canada, Mexico or adjacent Caribbean Islands for less than 30 days may qualify for automatic revalidation even if the current visa has expired).
- (2) Original I-20 endorsed for travel within the last six months
- (3) EAD Card
- (4) Letter from your employer verifying that you are expected back in the U.S. (after a brief absence) in order to begin or resume employment. **Note: Returning to the U.S. while on OPT without an employer letter or job offer letter does constitute a risk and is not advisable.**

## **TRAVEL WHILE OPT PETITION IS PENDING WITH DHS USCIS**

If you will return to the U.S. (from outside North America) before you complete your degree requirements (before the end date noted in Program of Study of your I-20), you may re-enter the U.S. with the following immigration travel documents:

- (1) a valid passport containing a valid F-1 visa (Valid F-1 Visa Exception: Travel to Canada, Mexico or adjacent Caribbean Islands for less than 30 days may qualify for automatic revalidation even if the current visa has expired).
- (2) Original I-20 endorsed for travel within the last six months
- Transcript
- Letter of Registration
- Additional Photo ID (e.g., UA Action Card)
- Financial Documentation (e.g., bank statements, assistantship letter)

**NOTE: It is not advisable to travel outside of the U.S. after your graduation/completion date while OPT authorization is pending. If you must travel and do not yet have your EAD Card, you should at least carry your I-797 Receipt Notice and a job offer letter which shows that you will be returning to work while on OPT.**

## **AFTER OPT – 60-DAY GRACE PERIOD**

Once the authorized period of OPT employment has ended, the student has a 60-day grace period in which to remain in the U.S. legally. The grace period allows time for the student to visit, settle his/her affairs in the U.S., etc. The student is not eligible to work during the 60-day grace period. If the student wishes to return to UA or transfer to a different school in order to begin a new degree program he/she must have secured a new I-20 and must be enrolled for the next available term after the completion of his/her OPT.

## **SEMINARS**

Capstone International Services (CIS) office conducts seminars on OPT throughout the academic year. Seminar schedules are available in the CIS office and on the CIS website. Attendance is MANDATORY prior to applying for OPT.

For additional information on F-1 Optional Practical Training, please see the OPT information under our student employment page: <http://is.ua.edu/currentstudents/student-employment/> or contact Capstone International Services to schedule an appointment with an advisor.

**F-1 OPT Optional  
Practical Training  
Application**

**BIOGRAPHIC INFORMATION**

Full Name (as in passport): \_\_\_\_\_  
 Family/ Last Name (Surname)                      Given Name (First)                      Middle Name (if any)  
 Date of Birth (mmm/dd/yyyy - i.e. March 27, 1975): \_\_\_\_\_ Gender :  male     female  
 UA Campus-Wide ID (CWID) Number: \_\_\_\_\_ SEVIS I-20# **N00** \_\_\_\_\_

**CONTACT INFORMATION**

Current Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**ACADEMIC PROGRAM (MAJOR AND EXPECTED GRADUATION DATE)**

**Degree Level:**  Bachelor’s     Master’s     Doctoral  
 ► Academic Major(s): \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  
 (mmm/dd/yyyy - i.e. Dec. 15, 2013)

**PRACTICAL TRAINING DATA**

<b>Type of Optional Practical Training You Are Seeking:</b> <input type="checkbox"/> Pre-Completion <input type="checkbox"/> Post-Completion		<b>Weekly Duration of Requested Training</b> <input type="checkbox"/> Part-Time (20 Hours/Wk or less) <input type="checkbox"/> Full-Time (More than 20 Hours/Wk)	
Requested Work Start-Date: _____	Requested Work End-Date: _____	Are you working on-campus now? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Hours/Wk	
Have you completed more than 12 months (364 days) of full-time CPT? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you received prior OPT Authorization? <input type="checkbox"/> Yes ► <input type="checkbox"/> Bachelor’s <input type="checkbox"/> Master’s <input type="checkbox"/> PhD <input type="checkbox"/> No		

**EMPLOYER DATA (IF KNOWN)**

Employer Name & Address: _____	
Supervisor’s Name: _____	Supervisor’s Phone: _____
Supervisor’s Email: _____	Your Job Title: _____

**DOCUMENT AND REQUIREMENT CHECKLIST**

<input type="checkbox"/> Completed application form <input type="checkbox"/> Signed Student Responsibility Checklist <input type="checkbox"/> Academic Adviser’s recommendation <input type="checkbox"/> Copies of all I-20s <input type="checkbox"/> Copy of main passport page <input type="checkbox"/> Copy of most recent visa stamp <input type="checkbox"/> Copy of I-94 - <a href="https://i94.cbp.dhs.gov/I94/request.html">https://i94.cbp.dhs.gov/I94/request.html</a>	<input type="checkbox"/> Completed Form I-765 - <a href="http://www.uscis.gov/i-765">www.uscis.gov/i-765</a> <input type="checkbox"/> 2 passport-style photos (2 x 2 inches) <input type="checkbox"/> Check/Money Order to “Department of Homeland Security” for \$630 <input type="checkbox"/> 1 academic year in status <input type="checkbox"/> Maintained full-time enrollment
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**CAPSTONE INT’L SERVICE NOTES**

**Advisor’s Initials**

**Date Received**

**Date Completed**

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## STUDENT RESPONSIBILITY AGREEMENT

While on practical training you must continue to abide by the rules and regulations governing your visa status. Please carefully read the statements below and place a check mark in the box next to each statement that applies to the type of practical training application that you are applying for. Sign at the bottom of the page. Your check marks and signature indicate your understanding and agreement to abide by the statements made.

## OPTIONAL PRACTICAL TRAINING RESPONSIBILITY CHECKLIST

- I understand that Optional Practical Training has been **recommended** by Capstone International Services and that I must obtain practical training **authorization** from the US Citizenship and Immigration Services (USCIS) before I can begin work.
- I understand that I must notify Capstone International Services immediately if, after applying for OPT, I learn that I must take an additional course in order to graduate, as this will affect my work eligibility.**
- I understand that the USCIS may refuse to grant practical training if I do not submit all of the required application materials or fail to provide copies of all of the I-20s that have been issued to me at all the schools I have attended.
- I understand that Capstone International Services is not responsible for the amount of time it takes for USCIS to process my application.
- I understand that the period of practical training authorized by USCIS will allow me to work **in my field of study only during the dates specified on the Employment Authorization Document (EAD)** issued by the USCIS.
- I understand that I must receive my EAD card and it must be at least the start date indicated on it in the authorized employment period in order for me to begin employment.
- I understand that my passport must be valid at the time of optional practical training authorization and it is my responsibility to maintain passport validity throughout the duration of my program.
- I understand that I am required by current immigration regulations to report the following to Capstone International Services within 10 days of any change of: legal name; residential or mailing address; employer name; employer address; and/or loss of employment.
- I understand that I am required by current immigration regulations re-verify employer and residential address information with International Services every 6 months, even if there is no change.
- I understand that I may not accrue more than 90 days of unemployment during the initial 12-month OPT period.
- I understand that if I travel before or after the EAD is issued, Capstone International Services assumes no responsibility for any difficulties I encounter. I also understand that **(1)** If I travel before the EAD is issued then upon my attempt to re-enter the U.S., I may be asked for evidence to show that I am looking for a job, **(2)** if I travel after my EAD is issued I can only reenter the U.S. to RESUME employment, which means that I must already have a job or a job offer, **(3)** I acknowledge that if I travel while the EAD application is pending and the EAD card is issued prior to my return to the U.S., that I must have a job upon my re-entry to the U.S.
- I understand that it is my responsibility to obtain a travel signature from Capstone International Services if I am going to travel outside the U.S. while I am on OPT and also understand that a **travel signature is only valid for 6 months** during the OPT authorization period.

**I certify that the above information is correct and complete, and that I shall notify UA of any change in my personal information.**

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



**TO BE COMPLETED BY ACADEMIC ADVISER & CHAIR**

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

CWID Number: \_\_\_\_\_ Level of Study: \_\_\_\_\_

Major Field(s) of Study: \_\_\_\_\_

UA Academic Department: \_\_\_\_\_

Adviser's Name: \_\_\_\_\_

Adviser's Title: \_\_\_\_\_

Adviser's Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

INSTRUCTIONS TO ACADEMIC ADVISER: Please select and complete the appropriate recommendation-type and sign at the bottom.

**RECOMMENDATION FOR OPT AFTER COMPLETION OF PROGRAM OF STUDY/GRADUATION**  
 This letter is written to confirm that the above named student completed/will complete all requirements for his/her degree on \_\_\_\_\_. In order for him/her to receive the full benefit of his/her education, it would be beneficial for him/her to receive practical experience in the field of \_\_\_\_\_ in this country. Therefore, I recommend that s/he be granted practical training.

**RECOMMENDATION FOR PRACTICAL TRAINING AFTER COMPLETION OF ALL COURSE REQUIREMENTS**  
 The above named student is a full-time student in the Department of \_\_\_\_\_. S/he has completed all course requirements for the degree in \_\_\_\_\_ and is taking additional research hours in order to complete the dissertation/thesis/project (please specify): \_\_\_\_\_. S/he expects to complete the degree by \_\_\_\_\_. In order for student's name to receive the full benefit of his/her education, it would be beneficial for him/her to receive practical training in the field of \_\_\_\_\_ in this country.

**RECOMMENDATION FOR PRACTICAL TRAINING DURING SCHOOL VACATION PERIOD**  
 The above named student is a full-time student in the Department of \_\_\_\_\_ expecting to complete his/her degree by \_\_\_\_\_. The Department of \_\_\_\_\_ recommends that s/he be authorized practical training to engage in employment related to his/her program of study during his/her vacation period. We consider such an experience beneficial to a student's program of study.

**RECOMMENDATION FOR PART-TIME PRACTICAL TRAINING DURING ACADEMIC YEAR**  
 The above named student is a full-time student in the Department of \_\_\_\_\_ expecting to complete his/her degree by \_\_\_\_\_. The Department of \_\_\_\_\_ recommends that s/he be authorized practical training to engage in part-time, off-campus, degree-related employment (20 hours/week or less) during the academic year. We consider such an experience beneficial to the student's program of study.

**Required Signatures:**

Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# F-1 OPT Optional Practical Training Checklist

## SCHEDULING AN OPT APPOINTMENT

Optional Practical Training (OPT) processing is available by appointment on Tuesdays and Wednesdays from 9:00 AM to 11:00 AM. If these times conflict with your class or work schedule, a special appointment time can be made. Please contact Capstone International Services at [international@ua.edu](mailto:international@ua.edu) or 205-348-5402 to schedule an appointment.

## WHAT TO BRING TO THE APPOINTMENT

OPT Application & Signed Student Responsibility Checklist (pages 5 & 6 of OPT Packet)

Academic Adviser's recommendation (page 7 of OPT Packet)

INTERNATIONAL SERVICES		F-1 OPT Optional Practical Training Application	
<p><b>BIOGRAPHIC INFORMATION</b></p> <p>Full Name (as in passport): _____ Middle Name (if any) _____            Family Last Name (Surname) _____ Given Name (First) _____            Date of Birth (mm/dd/yyyy - i.e. March 27, 1973): _____ Gender: <input type="checkbox"/> male <input type="checkbox"/> female            UA Campus-Wide ID (CWD) Number: SEVIS I-20# 2000</p> <p><b>CONTACT INFORMATION</b></p> <p>Current Mailing Address: _____            Phone Number: _____ E-Mail Address: _____</p> <p><b>ACADEMIC PROGRAM (MAJOR AND EXPECTED GRADUATION DATE)</b></p> <p>Degree Level: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral Expected Graduation Date: _____            Academic Major(s): _____</p> <p><b>PRACTICAL TRAINING DATA</b></p> <p>Type of Optional Practical Training You are Seeking: <input type="checkbox"/> Pre-Completion <input type="checkbox"/> Post-Completion <input type="checkbox"/> STEM Extension            Weekly Duration of Requested Training: <input type="checkbox"/> Part-Time (20 Hours/Wk or less) <input type="checkbox"/> Full-Time (More than 20 Hours/Wk)            Requested Work Start-Date: _____ Requested Work End-Date: _____ Are you working on-campus now? <input type="checkbox"/> Yes <input type="checkbox"/> No            Hours/Wk: _____            Have you completed more than 12 months (364 days) of full-time OPT? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you received prior OPT Authorization? <input type="checkbox"/> Yes <input type="checkbox"/> No            If Yes: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> PhD</p> <p><b>EMPLOYER DATA REQUIRED FOR ALL OPT STEM EXTENSIONS</b></p> <p>Employer Name &amp; Address: _____ Supervisor's Name: _____            Supervisor's Email: _____ Your Job Title: _____            Is your employer registered with E-Verify? (STEM Applicants only) <input type="checkbox"/> Yes <input type="checkbox"/> No E-Verify # _____</p> <p><b>DOCUMENT AND REQUIREMENT CHECKLIST</b></p> <p>STANDARD OPT REQUIREMENTS DOCUMENTS: <input type="checkbox"/> 1 academic year in status <input type="checkbox"/> Maintained full-time enrollment <input type="checkbox"/> Academic Adviser's recommendation <input type="checkbox"/> Signed Student Responsibility Checklist <input type="checkbox"/> Copies of I-20, passport, visa, and I-94 <input type="checkbox"/> Completed Form I-765 (newest version) <input type="checkbox"/> 2 passport-style photos (2 x 2 inches) <input type="checkbox"/> Check to "Department of Homeland Security" for \$380</p> <p>ADDITIONAL STEM REQUIREMENTS DOCUMENTS FOR STEM APPLICANTS ONLY: <input type="checkbox"/> Copy of current EAD Card for OPT <input type="checkbox"/> Copy of Diploma Transcript <input type="checkbox"/> Employer's E-Verify Number <input type="checkbox"/> Job Offer/Employment Letter <input type="checkbox"/> No more than 90 days of unemployment during current OPT <input type="checkbox"/> Maintained F-1 Status <input type="checkbox"/> Registered all Address, Name, Email &amp; Employment changes</p> <p>CAPSTONE SERVICE NOTES: _____ Adviser's Initials: _____ Date Received: _____ Date Completed: _____</p>			

Capstone International Services | University of Alabama | 105 B.B. Comer Hall | Tuscaloosa, AL 35487-0254 | USA  
 Phone: 205-348-5402 | Fax: 205-348-5406 | E-mail: [international@ua.edu](mailto:international@ua.edu) | <http://is.ua.edu> | [www.ua.edu](http://www.ua.edu)

STUDENT RESPONSIBILITY AGREEMENT	
<p>While on practical training you must continue to abide by the rules and regulations governing your visa status. Please carefully read the statements below and place a check mark in the box next to each statement that applies to the type of practical training application that you are applying for. Sign at the bottom of the page. Your check marks and signature indicate your understanding and agreement to abide by the statements made.</p> <p><b>OPTIONAL PRACTICAL TRAINING RESPONSIBILITY CHECKLIST</b></p> <p><input type="checkbox"/> I understand that Optional Practical Training has been recommended by Capstone International Services and that I must obtain practical training authorization from the U.S. Customs and Immigration Services (USCIS) before I can begin work.  <input type="checkbox"/> I understand that I must notify Capstone International Services immediately after applying for OPT, I agree that I must seek an additional course in order to receive my EAD, as this will affect my work eligibility.  <input type="checkbox"/> I understand that the USCIS may refuse to grant practical training if I do not submit all of the required application materials or fail to provide copies of all of the I-20s that have been issued to me at all the schools I have attended.  <input type="checkbox"/> I understand that Capstone International Services is not responsible for the amount of time it takes for USCIS to process my application.  <input type="checkbox"/> I understand that the period of practical training authorized by USCIS will allow me to work in my field of study only during the dates specified on the Employment Authorization Document (EAD) issued by the USCIS.  <input type="checkbox"/> I understand that I must receive my EAD card and it must be at least the start date indicated on it in the authorized employment period in order for me to begin employment.  <input type="checkbox"/> I understand that my passport must be valid at the time of optional practical training authorization and it is my responsibility to maintain passport validity throughout the duration of my program.  <input type="checkbox"/> I understand that I am responsible for maintaining health insurance coverage for myself and dependents while on OPT.  <input type="checkbox"/> I understand that I am required by current immigration regulations to report the following to Capstone International Services within 10 days of any change of input name, residential or mailing address, employer name, employer address, and loss of employment.  <input type="checkbox"/> I understand that I may not accrue more than 90 days of unemployment during the initial 12-month OPT period.  <input type="checkbox"/> I understand that if I travel before or after the EAD is issued, Capstone International Services assumes no responsibility for any difficulties I encounter. I also understand that if I travel before the EAD is issued then upon my attempt to re-enter the U.S., I may be asked for evidence to show that I am looking for a job. (2) If I travel after my EAD is issued I can only re-enter the U.S. to RESUME employment, which means that I must already have a job or a job offer. (3) I acknowledge that if I travel while the EAD application is pending and the EAD card is issued prior to my return to the U.S., that I must have a job upon my re-entry to the U.S.  <input type="checkbox"/> I understand that it is my responsibility to obtain a travel signature from Capstone International Services if I am going to travel outside the U.S. while I am on OPT and also understand that a travel signature is only valid for 6 months during the OPT authorization period.</p> <p><b>STEM EXTENSION - ADDITIONAL RESPONSIBILITY CHECKLIST</b></p> <p><input type="checkbox"/> I understand that a 17-month STEM OPT extension will be recommended by Capstone International Services on a new I-20 and I acknowledge that this does not extend STEM extensions approved.  <input type="checkbox"/> I understand that I must meet all extension requirements including being employed with an employer who is a part of the E-verify program in order to be granted a 17-month STEM extension.  <input type="checkbox"/> I understand that the USCIS may refuse to grant a STEM extension if I do not submit all required application materials.  <input type="checkbox"/> I understand that my STEM extension authorization must be timely filed and received by the USCIS Service Center with jurisdiction over my current place of residence prior to my initial OPT EAD authorization end date in order to be eligible for the automatic extension of status and work authorization until a final decision on the I-765 or for 180 days (whichever is first).  <input type="checkbox"/> I understand that USCIS will not accept a request changing employer while the I-765 is pending, since the I-765 names a specific employer and that I should consult with an attorney regarding the effect of changing to an employer that is not the employer named on the I-765 while my I-765 is still pending.  <input type="checkbox"/> I understand that I am required by current immigration regulations to make a report confirming or indicating changes to my personal and employment information to Capstone International Services every 30 days starting from the date the extension begins and ending when my E-1 status ends. I change educational levels at the same school, transfer to another school, or my 17-month OPT extension ends, whichever is first. I also understand that the report is due to Capstone International Services within 10 business days of each reporting date.  <input type="checkbox"/> I understand that I may not accrue more than 120 days of unemployment during the combined 29 months of authorization (initial OPT authorization through STEM extension period).  <input type="checkbox"/> I understand that through I may change employers after being granted a STEM extension by USCIS, all of my employment must be in my major field of study and with an employer who is a part of the E-verify program.  <input type="checkbox"/> I understand that I am only authorized to work until the end date indicated on the Employment Authorization Document (EAD) issued by USCIS for my 17-month STEM extension.  <input type="checkbox"/> I understand that Capstone International Services advises against traveling while my initial EAD card is expired and I have not yet received my new EAD card for my STEM extension.</p> <p>I verify that the above information is correct and complete, and that I shall notify UA of any change in my personal information.            Signature: _____ Date: _____</p>	

Capstone International Services | University of Alabama | 105 B.B. Comer Hall | Tuscaloosa, AL 35487-0254 | USA  
 Phone: 205-348-5402 | Fax: 205-348-5406 | E-mail: [international@ua.edu](mailto:international@ua.edu) | <http://is.ua.edu> | [www.ua.edu](http://www.ua.edu)

UA F-1 Optional Practical Training Packet, 05/2015

TO BE COMPLETED BY ACADEMIC ADVISER & CHAIR	
<p>Name of Student: _____ Level of Study: _____            CWD Number: _____            Major Field(s) of Study: _____            UA Academic Department: _____            Adviser's Name: _____            Adviser's Title: _____            Adviser's Phone Number: _____ Email: _____</p> <p><b>INSTRUCTIONS TO ACADEMIC ADVISER:</b> Please select and complete the appropriate recommendation-type and sign at the bottom.</p> <p><input type="checkbox"/> <b>RECOMMENDATION FOR OPT AFTER COMPLETION OF PROGRAM OF STUDY/GRADUATION</b>            This letter is written to confirm that the above named student completed/will complete all requirements for his/her degree on _____ in order for him/her to receive the full benefit of his/her education, it would be beneficial for him/her to receive practical experience in the field of _____ in this country. Therefore, I recommend that s/he be granted practical training.</p> <p><input type="checkbox"/> <b>RECOMMENDATION FOR PRACTICAL TRAINING AFTER COMPLETION OF ALL COURSE REQUIREMENTS</b>            The above named student is a full-time student in the Department of _____ s/he has completed all course requirements for the degree in _____ and is taking additional research hours in order to complete the dissertation/thesis/project (please specify) _____            In order for student's name to receive the full benefit of his/her education, it would be beneficial for him/her to receive practical training in the field of _____ in this country.</p> <p><input type="checkbox"/> <b>RECOMMENDATION FOR PRACTICAL TRAINING DURING SCHOOL VACATION PERIOD</b>            The above named student is a full-time student in the Department of _____ expecting to complete his/her degree by _____ The Department of _____ recommends that s/he be authorized practical training to engage in employment related to his/her program of study during his/her vacation period. We consider such an experience beneficial to a student's program of study.</p> <p><input type="checkbox"/> <b>RECOMMENDATION FOR PART-TIME PRACTICAL TRAINING DURING ACADEMIC YEAR</b>            The above named student is a full-time student in the Department of _____ expecting to complete his/her degree by _____ The Department of _____ recommends that s/he be authorized practical training to engage in part-time, off-campus, degree-related employment (20 hours/week or less) during the academic year. We consider such an experience beneficial to the student's program of study.</p> <p>Required Signatures:            Adviser's Signature: _____ Date: _____            Chair's Signature: _____ Date: _____</p>	

Capstone International Services | University of Alabama | 105 B.B. Comer Hall | Tuscaloosa, AL 35487-0254 | USA  
 Phone: 205-348-5402 | Fax: 205-348-5406 | E-mail: [international@ua.edu](mailto:international@ua.edu) | <http://is.ua.edu> | [www.ua.edu](http://www.ua.edu)

- Copies of I-20s, passport, visa, and I-94
- Completed Form I-765 (newest version - [uscis.gov/i-765](http://uscis.gov/i-765))
- 2 passport-style photos (2 x 2 inches)



Check or Money Order to "U.S. Department of Homeland Security" for \$410

Sample Person 1 Main Street Tuscaloosa, AL 00000	1001 Date 12/23/2016
Pay to the order of U.S. Department of Homeland Security	\$ 410.00
Four Hundred and Ten Dollars 00/100	Dollars
Memo OPT Application Fee	YOUR SIGNATURE
⑆ 1 2 3 4 5 6 7 8 9 ⑆ 9 8 7 6 5 4 ⑆ ⑆ 0 0 ⑆	



# Application For Employment Authorization

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-765  
OMB No. 1615-0040  
Expires 02/28/2018

For USCIS Use Only	Fee Stamp	Action Block		Initial Receipt	Resubmitted
				Relocated	
				Received	Sent
				Completed	
<input type="checkbox"/> Application Approved Valid From _____ Valid To _____ Conditions: _____		<input type="checkbox"/> Application Denied - Failed to establish: <input type="checkbox"/> Eligibility under 8 CFR 274a.12 (a) or (c) <input type="checkbox"/> Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		Approved	Denied
		<input type="checkbox"/> Applicant is filing under section 274a.12 _____		A# _____	

Check this box if this is a new OPT at this degree level.

▶ START HERE - Type or print in black ink.

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
Elephant	AL	

2. Other Names Used (include M)

Family Name	First Name

Recommend that you use the CIS Address rather than your personal address (USCIS does not forward mail)

3. U.S. Mailing Address

Street Number and Name	Apt. Number	
UA Intl Services, Box 870254		
Town or City	State	ZIP Code
Tuscaloosa	AL	35487

4. Country of Citizenship or Nationality

India

5. Place of Birth

Town or City	State/Province	Country
New Delhi		India

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

10/24/1930

7. Gender  Male  Female

8. Marital Status

- Single  Married  Divorced  Widowed

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

123-45-6789

I-94 # is the 11-digit number on the electronic I-94 available at www.cbp.gov/i94.

10. Alien Registration Number (if any)

12345678900

11. Have you ever before applied for authorization from USCIS?

- Yes (Complete the following)

Which USCIS Office?

Results (Granted or Denied - attach all documentation)

- No (Proceed to Question 12)

CPT and On-Campus Work don't count as having applied for work authorization. Only say yes, if you had an EAD.

12. Date of Last Entry into the US (mm/dd/yyyy)

07/04/2016

Date and place of last entry to the US should be on your passport, on an oval red and blue stamp near your visa page.

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

New York (NYC)

14. Status at Last Entry (B-2 Visitor, F-1 Student, etc.)

F-1 Student

F-1 Student is most likely your manner of last entry and should be your current status.

15. Current Immigration Status (Visitor, etc.)

F-1 Student

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)(17)(iii), etc.

( c ) ( 3 ) ( )

(c)(3)(a) = Pre-completion OPT  
(c)(3)(b) = Post-completion OPT



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 **For STEM Extensions ONLY.** 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 principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

**LEAVE BLANK. THIS IS NOT FOR OPT**

19. (c)(35) and (c)(36) Eligibility Category

a. If you entered the eligibility category (c)(35) or (c)(36) in Question 16 above, please provide the receipt number of your principal spouse's most recent Form I-797 Notice of Approval for Form I-140.

**LEAVE BLANK. THIS IS NOT FOR OPT**

b. Have you EVER been arrested for and/or convicted of any crime?  Yes  No

NOTE: If you answered "Yes" to Item Numbers 19.b., refer to Item Number 5., Item H. or Item I. in the Who May File Form I-765 section of these Instructions for information about providing court dispositions.

**Certification**

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified my eligibility category in Question 16. **SIGN IN BLUE INK.**

Applicant's Signature

Date of Signature (mm/dd/yyyy)

Telephone Number

Signature of Person Preparing Form, If Other Than Applicant

**LEAVE BLANK UNLESS SOMEONE ELSE COMPLETED THIS FORM FOR YOU.**

Preparer's Signature

Date of Signature (mm/dd/yyyy)

Printed Name

Address