



East Central University

International Office

Pre-Completion Optional Practical Training (OPT)

What is Pre-Completion Optional Practical Training (OPT)?

- Pre-Completion OPT is temporary employment available to F-1 students prior to completion of the course of study (i.e. prior to the program end date on the I-20).
- The employment must be directly related to the student's field of study and commensurate with the student's education level.
- A student may be eligible for up to 12 months of OPT per degree level. Therefore, time in Pre-OPT is deducted from Post-OPT. Example: If a student is approved for 3 months of Pre-OPT, they will have 9 months remaining under Post-OPT.
- A student will become eligible for another 12 months of OPT when he/she completes a higher educational level. A student must receive an Employment Authorization Document (EAD) card from the USCIS Service Center and the start date on the EAD card must arrive before they may begin their OPT employment.
- Students on Pre-OPT are no longer eligible for on-campus employment until the Pre-OPT approval ends.

Who is eligible to apply for Pre-Completion OPT?

- An F-1 student who has completed full-time enrollment for at least one Fall and one Spring semester or who is within 90 days of doing so.
- A student who still has coursework remaining to complete his/her educational objective or degree program is limited to 20 hours per week of Pre-Completion OPT during the Fall and Spring semesters.
- All students may apply for full-time Pre-Completion during annual vacation (summer) and other official breaks.
- Students may apply up to 120 days prior to their requested Pre-Completion OPT start date as long as they are within 90 days of attaining a complete academic year of full-time enrollment or they have already attained it.
- Students who work full-time for 12+ months on Curricular Practical Training (CPT) are not eligible for OPT.

How does Pre-Completion OPT differ from Post-Completion OPT?

- Pre-Completion OPT occurs before the I-20 program end date.
- Days of unemployment do not accrue during Pre-Completion OPT.
- A student may not be able to work full-time (see the section above).
- If a student does not graduate by their I-20 program end date, they may request an F-1 Extension of Stay.
- Students are **not** eligible to apply for the 17-month extension of OPT.
- Students are **not** eligible for the H-1B CAP GAP fix.

How do I apply for Pre-Completion OPT?

1. *Obtain Int'l Office Recommendation*

To receive the new Pre-OPT I-20, submit the following to the Int'l Office:

- ☐ F-1 Pre-Completion OPT Agreement Form

2. *Mail the OPT Pre-Completion Application*

Once the Int'l Office recommendation is on the new I-20, the student must mail a complete application to the appropriate USCIS Service Center. The application must be received by USCIS within 30 days of the new I-20 issuance. USCIS will review the Pre-Completion OPT application (this can take several months). If the application is approved, USCIS will issue an Employment Authorization Document (EAD).

The following documents must be sent to the USCIS Service Center:

- ☐ New I-20 showing Pre-OPT recommendation on page 2
- ☐ i-765 form (see last page)
- ☐ Photocopies of the passport, visa, I-94 and most recently issued I-20 for the student and any F-2 dependents
- ☐ CHECK or MONEY ORDER of \$410 for filing fee payable to "U.S. Department of Homeland Security"
- ☐ 2 identical immigration color style passport photographs: (can be obtained at Walgreens)
 - Using a non-smearing pen or pencil, write on the back of BOTH photos your:
 - first and last name, date of birth, and I-94 number

Additional Information about Pre-Completion OPT can be obtained at the following immigration website:

- [USCIS i-765 Form](#)

You can mail your items to one of the addresses below depending on your selection of shipping:

U.S. Postal Service: USCIS, PO Box 660867, Dallas, TX 75266

OR,

Courier service (FedEx, UPS): USCIS, Attn: AOS, 2501 S. State Hwy. 121, Business Suite 400, Lewisville, TX 75067



DO NOT MAIL THIS WITH YOUR OPT APPLICATION

International Student Programs and Services Office
1100 E 14th St, PMB E-1, Ada, OK 74820
Phone: 580-559-5669 Fax: 580-559-5755

East Central University Pre-Completion OPT Agreement Statement

Purpose of Form: This form must be completed by all F-1 students applying for Pre-Completion Optional Practical Training (OPT). *Note: Student's on Pre-OPT are not allowed to work on campus until Pre-OPT ends.*

Deadlines: The application must be received by USCIS within 30 days of receiving the new Pre-OPT I-20.

To be completed by Student

All students must read and sign the Student Responsibility Statement on the reserve side of this form. All students should review the materials for Pre-Completion OPT before applying. Note: For most students, Post-Completion OPT is a much better option.

Last Name: _____ First Name: _____

ECU ID#: _____ Cell#: _____ E-mail Address: _____

Degree Level: _____ Major: _____

Anticipated Date of Completion of Degree Requirements: _____

Requested PRE-OPT Start Date: _____ Requested OPT End Date: _____

☐ Full-Time (Over 20 hours per week) OR, ☐ Part-Time (20 hours per week or less)

All students must read and sign the Student Responsibility Statement.

Student Responsibility Statement

By signing this form, I certify that the information provided is true and accurate; I understand the rules and regulations concerning my engagement in Pre-OPT and agree to all required conditions.

Responsibilities:

- I understand that my address must be updated within 10 days of moving.
- I understand that I am required to report any changes of employer name, address, or interruption of employment through within 10 days of the change.
- I understand that if my immigration status changes, I am required to send ISPS copies of my new documents within 10 days.
- I understand that I must provide ISPS with a legible copy of the EAD card when I receive it.
- I understand that failure to comply could result in loss of my non-immigrant status and that if this occurs.
- I understand that I may not work on-campus once my EAD card is valid and the start date on the EAD has arrived, even if I have yet to find OPT employment.
- I understand that the last day I will be eligible for on-campus employment will be the day before my requested Pre-OPT start date even if I have yet to find OPT employment. I may be eligible to resume on campus employment following completion of my Pre-OPT authorization period.
- I understand that it is my responsibility to properly file my application within 30 days of receiving the new I-20.
- I understand that Pre-OPT will be terminated if I transfer to another school or begin study at another educational level.
- I understand that I must seek employment directly related to my major and it must commensurate with my education level.
- I understand that if I decide to travel while on Pre-OPT I must have a valid I-20 signed by a DSO within one year prior to reentering the U.S., an unexpired EAD, a valid passport, a valid employment letter, and a valid F-1 visa stamp to be readmitted to the U.S. The employment letter should contain salary information, a statement that the employment is temporary, and verification that I will be employed after returning from travel.
- I understand that once the Pre-OPT application has been sent to SEVP, it may not be possible to cancel or edit it.
- I understand that it is not recommended that I withdraw my i-765 application at any time during OPT without first consulting with an ISPS advisor, because doing so could negatively affect my non-immigrant status.
- I understand that it is my responsibility to stay informed about changing regulations that may impact my OPT and F-1 status.
- I understand that if I am currently employed as a graduate assistant, it is my responsibility to discuss the financial consequences of ending this assistantship with my on-campus employing department.

Signature: _____ Date: _____

SIGN BACK SIDE —————→



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 <input type="checkbox"/> Authorization/Extension Valid From _____ <input type="checkbox"/> Authorization/Extension Valid To _____ Subject to the following 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) <input type="checkbox"/> Applicant is filing under section 274a.12 _____		Approved	Denied
				A# _____	

► **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

2. Other Names Used (include Maiden Name)

Family Name	First Name	Middle Name

3. U.S. Mailing Address

Street Number and Name	Apt. Number	
Town or City	State	ZIP Code

4. Country of Citizenship or Nationality

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5. Place of Birth

Town or City	State/Province	Country

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

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7. Gender ☐ Male ☐ Female

8. Marital Status

☐ Single ☐ Married ☐ Divorced ☐ Widowed

9.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

☐ Yes ☐ No

NOTE: If you answered "Yes" to **Item Number 9.a.**, provide the information requested in **Item Number 9.b.**

9.b. Provide your Social Security number (SSN) (if known)

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10. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to **Item Number 11., Consent for Disclosure**, to receive a card.)

☐ Yes ☐ No

NOTE: If you answered "No" to **Item Number 10.**, skip to **Item Number 14.** If you answered "Yes" to **Item Number 10.**, you must also answer "Yes" to **Item Number 11.**

11. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

☐ Yes ☐ No

NOTE: If you answered "Yes" to **Item Numbers 10. - 11.**, provide the information requested in **Item Numbers 12.a. - 13.b.**

Father's Name

12.a. Family Name (Last Name)

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12.b. Given Name (First Name)

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Mother's Name (Provide your mother's birth name.)

13.a. Family Name (Last Name)

13.b. Given Name (First Name)

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

15. 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 Item Number 16.)

16. Date of Your Last Arrival or Entry Into the U.S., On or About (mm/dd/yyyy)

17. Place of Your Last Arrival or Entry Into the U.S.

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

F1 STUDENT

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

STUDENT

20. 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) (A)

21. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 20. 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

N-A

N-A

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

N-A

22. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 20. 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.

N-A

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

a. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 20. above, please provide the receipt number of the Form I-140 beneficiary's Form I-797 Notice of Approval for Form I-140.

N-A

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

NOTE: If you answered "Yes" to Item Number 23.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 the appropriate eligibility category in Item Number 20.

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

N-A

Date of Signature (mm/dd/yyyy)

Printed Name

N-A

Address

N-A