Juilliard

Optional Practical Training (OPT) Request Form
F-1 Students Only

What is OPT?
- Temporary work authorization for F-1 students after the completion of their degree program.
- Available to F-1 students who have been lawfully enrolled full-time for one academic year at the college level and who will work in their field of study.
- OIA issues a new I-20 containing the OPT recommendation and application is sent to U.S. Citizenship and Immigration Services (USCIS) for approval.
- F-1 students qualify for up to one year of OPT per completion of a higher degree level.

When should a student request OPT?
- It can take USCIS on average 2-3 months to approve the OPT!!! Students should apply as early as possible.
- Applications may be submitted to USCIS up to 90 days prior to the I-20 program end date and no later than 60 days after the I-20 program end date.

How does a student request OPT?
- Completes the online OPT Workshop and scores a 70% or higher on the quiz. Both can be found on Canvas at https://courses.juilliard.edu/courses/1441879/wiki
- Makes a 30 minute appointment with Meg or Cory using Calendly, OIA's online appointment system.
    - Cory: https://calendly.com/coryowen
    - Meg: https://calendly.com/megpopick
- Submits completed OPT Request form (see page 2) AND supporting OPT application checklist documents (listed below and in online OPT Workshop) to OIA during the 30 minute OPT appointment.
- OIA mails the application to USCIS and receives the OPT receipt notice within a few weeks.
- Begins employment once EAD (OPT card) has been received by the student and effective date has passed.
- *****Students may NOT begin work until they have received their EAD card and may only work between the start and end date printed on the EAD.**

OPT Application Checklist
- Typed I-765 (http://www.uscis.gov/i-765) –**See example I-765 in OPT Workshop**
    - Next to "I am applying for;" Put an "X" next to the box "Permission to accept employment"
    - Question 3: Use OIA's address (60 Lincoln Center Plaza, Suite 245, New York, NY 10023)
    - Question 10: If you have a SSN, leave blank. If you do not have a SSN, put an X in the "No" box (OIA will discuss the SSN application process with you during the OPT appointment)
    - Question 11, 12a, 12b, 13a, 13b, 21, 22, 23a, 23b and the Preparer's Signature section: Leave blank
    - Question 20: Enter (c)(3)(B)
    - Certification: **Sign your name in the box in blue pen**
- Photocopy of ALL pages of ALL previous I-20s (signed and dated by you**)**
- Photocopy of most recent passport ID page, visa, and I-94 (https://i94.cbp.dhs.gov)
- Photocopy of any previously-issued EAD (OPT cards), if applicable
- Check or money order for $410 made out to "U.S. Department of Homeland Security"
- Two identical NEW U.S. style passport photographs
    - **Cannot be photos used for a previous visa or passport application**
    - On back of photos, print your full name and I-94 number **lightly in pencil**
    - Photos in which the applicant is wearing glasses will not be accepted
    - **Edges of the photos must be squared (at right angles) and not curved**
    - Additional photo requirements: https://travel.state.gov/content/travel/en/passports/requirements/photos.html
    - **See page 2 of this handout for a more photo requirements and a photo example**

OIA OPT Application

Complete this form and submit it with the documents listed on page 1 of this form

Student Name: _____ **Non-Juilliard** Email: _____

Current U.S. Home Address: _____Apartment #:_____

City_____ State:_____ Zip Code:_____

Expected Graduation Semester (example Spring 2017):_____

Requested OPT Start Date (within 60 days of I-20 end date):_____

Name of Expected Employer (If multiple short term gigs, write multiple gigs. If unknown, leave blank):

_____

Expected employer address: _____

City: _____ State: _____ Zip Code: _____

By signing below, I, _____, agree to the following terms:

- Give OIA permission to open mail addressed to me from USCIS.
- Will notify OIA immediately if I do not finish my degree as planned.
- Will comply with the reporting requirements (listed above) including, but not limited to, updating OIA with any change to employers, U.S. home address, or visa status.
- Will work cumulatively at least 20 hours per week (paid or unpaid) in my field of study to prevent the accrual of unemployment days.
- Will comply with the 60 day grace period requirement
- Understand that accruing 90 days of unemployment (or failure to report employment) is a violation of my F-1 status and may result in the termination of my F-1 status.
- **Understand that I CANNNOT begin working until I have received my OPT/EAD card, and I will only work between the start and end date printed on the EAD card.**
- **Understand that working (paid or unpaid) ON-CAMPUS or OFF-CAMPUS after my graduation date requires an approved OPT, and that working without the EAD card is a violation of my F-1 status and will result in the termination of my F-1 status and OPT.**

_____   _____

Student Signature   Date

Photo Example
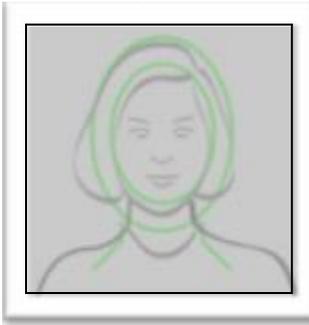
Requirements for Two Identical NEW U.S. Style Passport Photographs
- ○ **Cannot be photos used for a previous visa or passport application**
- ○ On back of photos, print your full name and I-94 number **lightly in pencil**
- ○ Photos in which the applicant is wearing glasses will not be accepted
- ○ **Edges of the photos must be squared (at right angles) and not curved**
  - Additional photo requirements: travel.state.gov/content/travel/en/passports/requirements/photos.html
  - Two identical color photographs taken within 30 days of filing the application
  - Photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched
  - Passport-style photos must be 2" by 2" inches
  - Photos must be in color with full face, frontal view on a white to off-white background. Head height should measure 1" to 1 3/8" from top to bottom of chin, and eye height is between 1 1/8' to 1 3/8" from bottom of photo
  - Head must be bare unless wearing headwear as required by a religious order of which the applicant is a member