

### 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.
- F-1 students can qualify for up to 12 months of OPT per completion of each higher degree level.

### When should a student request OPT?

- 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. It is recommended to apply as soon as you are eligible to avoid delays.

### How to apply:

- Online; <https://www.uscis.gov/i-765> (**recommended**) OR,
- Paper Filing

### How does a student request OPT?

- Complete the online OPT Workshop and score a 70% or higher on the quiz. Both can be found on Canvas at <https://courses.juilliard.edu/courses/1441879/wiki>
- Schedule a 30 minute appointment **before** submitting your application to USCIS.
  - o Vanessa: <https://calendly.com/valenzuela1> (Last names starting with A-K)
  - o Caitlin: <https://calendly.com/caitlin-mcquaide> (Last names starting with L-Z)
- Submit the Juilliard **OPT Request Form** online **AND if filing the paper application**, send a draft version (scanned) of your entire application to OIA@Juilliard.edu at least 48 hours before your appointment. Any edits that need to be made to your application will be communicated before the appointment.
- OIA issues a new I-20 containing the OPT recommendation at the appointment.
- Student submits application to USCIS online or via mail and receives the OPT receipt notice.
- Begin employment once you have received your EAD (OPT card) and effective date has begun.

### OPT Application Checklist for **Paper Filing ONLY**

- Typed I-765 (<https://www.uscis.gov/i-765>) \*\*Be sure to use the 10/31/2022 edition\*\*
- **OIA has step-by-step instructions on how to fill out the I-765 in the OPT Workshop and online**
- Certification: **Sign your name in the box in black pen**
- Photocopy of ALL pages of ALL previous I-20s, including OPT-requested I-20 (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" if applying via mail.
- A letter from your academic advisor on Juilliard letterhead and signature (emails will not be accepted). The letter should include the text below.
- (STUDENT'S NAME) is a student in good standing and is maintaining a full-time program of study. The student expects to complete all of the requirements for DEGREE in STUDENT'S MAJOR FIELD in MONTH/YEAR. I recommend that the student be granted practical training for employment-related to their studies.
- Two identical NEW U.S. style passport photographs
  - o **Cannot be photos used for a previous visa or passport application**
  - o On back of photos, print your full name and I-94 number **lightly in pencil**
  - o **Edges of the photos must be squared (at right angles) and not curved**
  - o Additional photo requirements:  
<https://travel.state.gov/content/travel/en/passports/requirements/photos.html>
  - o **See page 2 of this handout for more photo requirements and a photo example**

### OPT Application Checklist for Online Filing ONLY

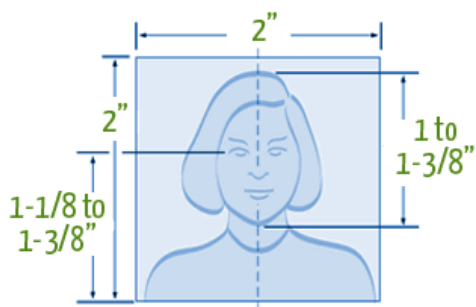
- Form I-765 completed online by creating a my USCIS account [https://myaccount.uscis.gov/users/sign\\_up](https://myaccount.uscis.gov/users/sign_up)
- Copy of OPT-recommended I-20, obtained during your meeting with Caitlin or Vanessa (signed and dated by you).
  - To receive the I-20, submit the [Juilliard OPT Request Form](#) online prior to your meeting.
  - I-20 must be submitted to USCIS within 30 days of receipt!
- Copy of ALL pages of ALL previous CPT or OPT I-20s, if applicable (signed and dated by you)
- Copy of passport ID page
- Copy of most recent I-94 (<https://i94.cbp.dhs.gov>)
- Copy of any previously-issued EAD (OPT cards), if applicable
- \$410 paid online with a credit card upon application submission.
- One NEW U.S. style passport photograph
  - **Cannot be a photo used for a previous visa or passport application**
  - Digital photo recommended
  - **See below for more photo requirements and a photo example**

### Requirements for Two\* Identical NEW U.S. Style Passport Photographs

#### **\*One 2x2 photograph needed for online applications only**

- **Cannot be photos used for a previous visa or passport application**
- **For paper filing**, on back of photos, print your full name and I-94 number lightly in pencil
- **For online filing**, upload a digital version of your photo. No printing necessary.
- 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**
- Must be color photographs taken within 30 days of filing the application
- Must have a white to off-white background, be printed on thin paper with a glossy finish,
- and be unmounted and unretouched
- Must be 2" by 2" inches
- Additional photo requirements:
  - [travel.state.gov/content/travel/en/passports/requirements/photos.html](https://travel.state.gov/content/travel/en/passports/requirements/photos.html)

Photo Example



- 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.
- Duane Reade is commonly used for photos. We do not recommend using FedEx.

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*Direct all questions regarding your F-1 status to OIA, Room 245, [oia@juilliard.edu](mailto:oia@juilliard.edu)*

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