

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 a 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.

How to apply:

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

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>
- **If filing by paper**, make a 30 minute appointment with Alli or Vanessa.
- **If filing online**, schedule a 15 minute appointment **before** submitting your online application.
 - Vanessa: <https://calendly.com/valenzuela1> (Last names starting with A-K)
 - Alli: <https://calendly.com/adscheetz> (Last names starting with L-Z)
- Submit the completed OPT Request form (attached) **AND if filing the paper application**, send a draft version (scanned) of your entire application to Vanessa or Alli at least 48 hours before your 30-minute 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 mails the application to USCIS **OR** applies online and receives the OPT receipt notice.
- Begins employment once EAD (OPT card) has been received by the student and effective date has passed.

OPT Application Checklist for Paper Filing ONLY

- Typed I-765 (<https://www.uscis.gov/i-765>) ****Be sure to use the 07/31/2022 edition**** if applying online **OR** create a USCIS Account if applying online (https://myaccount.uscis.gov/users/sign_up)
- **OIA has step-by-step instructions on how to fill out the I-765 OR apply online in the OPT Workshop and online**
- Certification: **Sign your name in the box in black pen** if applying via mail
- 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" if applying via mail. Online applicants can pay with a credit card
- 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
 - **Cannot be photos used for a previous visa or passport application**
 - If applying via mail; On back of photos, print your full name and I-94 number **lightly in pencil**
 - **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 attempts to provide the most recent, useful information to our students. However, we make no claims, promises or guarantees about the accuracy, completeness or adequacy of the information contained in or linked to handouts or Canvas courses. Information provided by OIA does not constitute and should not be considered legal advice or a legal opinion, and it may not necessarily reflect the most current legal developments. Students should seek the advice of counsel or a tax professional for additional guidance. OIA reminds students that failure to comply with F-1 regulations is a violation of your status, which may result in serious consequences including the termination of your SEVIS record, your inability to re-enter the US, and the accrual of unlawful presence which could lead to your removal from the US. Direct all questions regarding your F-1 status to OIA, Room 245, oia@juilliard.edu

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 2022): _____

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: _____

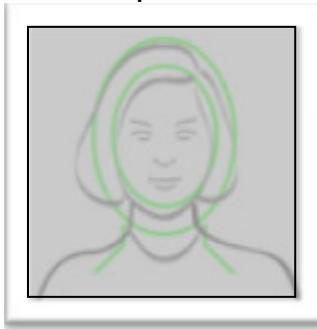
By signing below, I, _____, agree to the following terms:

- 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 in the Canvas course) 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 if I engage in CPT after I have submitted my OPT application, there could be a risk of denial, because the new I-20 must be mailed to USCIS
- **Understand that I CANNOT 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 can result in the termination of my F-1 status and OPT.**

Student Signature

Date

Photo Example



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

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