



# NATIONAL AMERICAN UNIVERSITY

## Application Process for Optional Practical Training (OPT)

Practical training is defined as paid employment directly related to the student's major area of study. Students in F-1 status must have been lawfully enrolled in school on a full-time basis for one full academic year. A student may submit an application for authorization to engage in optional practical training (OPT) up to 120 days prior to being enrolled for one full academic year, provided that the period of employment does not begin until after completion of the full academic year.

**Optional practical training must be requested PRIOR to the completion of all course requirements for the degree or prior to the completion of the course of study.** A student must complete all practical training within a 14-month period following completion of study. Applications for OPT may also be submitted for use:

- During annual vacation and at other times when school is not in session and if the student is currently enrolled and eligible, and intends to register for the next term. The OPT may be full or part-time.

OR

- When school is in session, provided that the OPT does not exceed 20 hours per week.

An offer of employment is NOT required to obtain approval for optional practical training.

**The following information must be forwarded to the system director for international admissions:**

- ❑ Form I-765, completed and signed by the student. Form I-765 can be downloaded from the USCIS website at [www.uscis.gov](http://www.uscis.gov).
- ❑ OPT additional information form.
- ❑ Copies of passport and visa pages.
- ❑ Copy of I-94, front and back.

**The system director will then return all documentation needed for the Optional Practical Training application. The student will be required to send the entire application to the USCIS Service Center. The application packet should include:**

- Completed Form I-765.
- Form I-765 processing fee of \$175 made payable to USCIS.
- Copies of passport and visa pages.
- Copy of I-94, front and back.
- Two photos to specification on the I-765.
- Original Form I-20 authorization page (page 3 only). The I-20 must be endorsed for optional practical training by the system director.

The student will mail the application packet to the USCIS Service Center with jurisdiction over the student's place of residence.

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**Important Information**

- You should not travel outside of the US until your optional practical training application has been approved and you have received the EAD card. If you leave the US prior to approval, you may forfeit the practical training application.
- Employment **may not** commence until the date specified on the EAD card.
- A student traveling abroad while on practical training who has completed a course of study must obtain both the recommendation for practical training and the EAD prior to departure. USCIS regulations state that such travel can only take place if the individual will be returning to the U.S. to “resume authorized employment.” Therefore, travel may be problematic if the student does not have a job offer or if the student’s F-1 visa has expired.
- Students approved for optional practical training must continue to provide their International Advisor with their current U.S. address until they complete or cancel the optional practical training.

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**International Student:** Please complete the following information. This information should be returned to the system director in review of your OPT application.

Name: \_\_\_\_\_

Current telephone number: \_\_\_\_\_

Current email address: \_\_\_\_\_

Current mailing address: \_\_\_\_\_  
\_\_\_\_\_

Degree program: \_\_\_\_\_

\_\_\_\_\_ Associate      \_\_\_\_\_ Bachelors      \_\_\_\_\_ MBA

Official graduation date (when you complete **all** course requirements): \_\_\_\_\_

Beginning date of your optional practical training: \_\_\_\_\_

(This date will serve as “suggestion” for immigration officials. You may receive a beginning date earlier or later than what you listed depending on immigration processing time).

Ending date of your practical training: \_\_\_\_\_

List any periods of previously authorized employment for practical training. This includes any authorized curricular practical training, optional practical training before completion of studies, or any previous post-completion optional practical training.

\_\_\_\_\_

\_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_