

OPT / Post-Completion Optional Practical Training Application Guide

Students who participate in Post-Completion Optional Practical Training will still be F-1 visa students at Grossmont College (you will NOT receive a 'work' visa). You will receive an Employment Authorization Document (EAD) card to work in a job directly related to your major field of study.

Submit the following to International Admissions Office 10 weeks before your graduation date

1. [Form I-765](#) filled in using black ink, or fill out online and print the form
Code for #27 Eligibility Category: **(c)(3)(B)** Post-Completion Optional Practical Training
2. [U.S. Passport Style Photo](#): 1 digital photo for online filing; 2 printed photos for paper filing
*For paper filing, print your name and I-94 admission number on the back using pencil only
3. **Filing Fee**: \$470.00 for online filing, or \$520.00 paper filing
*For paper filing, pay by a personal check/money order made out to "U.S. Department of Homeland Security" OR Credit Card by [Authorization for Credit Card Transactions \(G-1450\)](#)
4. Most current [I-94](#) with admission number and Admit Until Date (AUD)
5. A photocopy of your **passport ID**
6. **OPT Authorization Form** (attached) with a signature from an international student counselor
7. Degree Audit issued by international student counselor
8. Your current Grossmont College SEVIS I-20 (for confirmation purpose only)
9. For paper filing, [E-Notification of Application \(G-1145\)](#) to receive your status from USCIS

Upon receipt of items 1–9, a new Form I-20 with the OPT information will be issued.

For paper filing, you must send all the documents to one of the addresses:

Option 1: U.S. Postal Service (USPS):

USCIS
Attn: I-765 C03
PO Box 805373
Chicago, IL 60680

*Request "certified mail" with a "return receipt"

Option 2: FedEx, UPS, and DHL:

USCIS
Attn: I-765 C03 (Box 805373)
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517

- A **Notice of Action letter** from USCIS will be sent to you in approximately 2-3 weeks. This will confirm that your application has been received. Currently, it takes about 4-5 months for USCIS to process and mail an Employment Authorization Document (EAD) card. You may visit USCIS homepage and [check your application status](#) by using your receipt number on the Notice of Action letter.
- Upon receipt of your EAD card, and once you have secured employment, please submit a copy of your EAD card, the completed Employment Information Form (attached), and your employment offer letter to the International Admissions Office at grossmont.interational@gccd.edu. You may now apply for a [Social Security Number](#) (SSN) with your I-20, I-94, passport, EAD card, and employment offer letter.

Limit on unemployment period

There is a 90-day limit on unemployment from your OPT start date. During your authorized OPT period, you are only allowed to be unemployed up to a total of 90 days while looking for a job.

If the 90-day period is exceeded, you have violated your F-1 status. To avoid being out of status, you can take one of the following actions within the 90 days:

- Transfer to a **bachelor or higher program** to continue your education
- Depart the U.S.
- Change status from F-1 to other category

Types of employment

Paid Employment:

Student must work full-time (21 or more hours per week), may work for multiple employers (not exceed 40 hours/week total), work through an agency, or be self-employed.

Unpaid Employment:

Student may work as volunteer or unpaid intern where this does not violate any [labor laws](#). The work must be 21 or more hours in total per week.

The student must be able to provide documentation for each job, including evidence of the position held, proof of the duration of employment, the job title, the supervisor's contact information, and a letter from the employer stating that the work is related to the student's major.

Employment information

Throughout the OPT period, you must submit Employment Information Form to International Student Specialist in the Admissions Office. You are required to submit the form each time you accept a position, and to report any periods of unemployment.

TRAVEL outside the U.S. while on OPT

- You may travel and reenter the U.S. while your request for OPT is **pending**.
- If your OPT has been approved and you depart **before you get a job**, your OPT ends and you **cannot reenter**.
- If you have a job, you may travel and reenter the U.S. to resume work.

You must have all necessary documents to reenter the U.S.:

- 1) valid passport with a valid F-1 visa*
- 2) current I-20 signed on page 2 by a DSO from Grossmont Admissions Office
- 3) your EAD card
- 4) a letter from your employer

*If your F-1 visa has expired and you need to go home, you must reapply for renewal of your F-1 visa before reentering the U.S.

Note: There is no guarantee that you will be readmitted to the U.S. even if you have all the above documents.

***** Pay attention to deadlines; it is your responsibility to apply in a timely manner*****

*****Please note that information stated here is subject to change without prior notice
due to changes in federal guidelines and regulatory requirements*****

Post- Completion OPT Authorization Form

Complete this page and attach it to your OPT application form

Name: _____ Date of birth: _____

Student ID #: _____ Phone: _____

Email address: _____

1. Level of education: Associate _____ Certificate _____
2. Expected graduation date: _____
3. [Applied for graduation](#): Yes _____ No _____
4. Major field of study: _____ ("General major" is not acceptable.)

Describe the proposed employment for practical training:	
Beginning Date:	Ending Date:

I understand that it is my responsibility throughout the OPT period

- 1) to find employment directly related to my major, and **obtain a letter** from the employer stating how the student's degree is related to the work performed.
- 2) to **submit OPT Employment Information Form** to [International Admissions Office](#) each time I accept a position, and
- 3) to **report any periods of unemployment**, not to exceed a total of 90 days, to International Admissions Office.

Signature of student: _____ Date: _____

International Counselor Signature Required

Counselor's Name: _____

Signature: _____ Date: _____



Post-Completion OPT Employment Information Form

Student Information

Name: _____ Grossmont ID #: _____

Date of Birth: _____ Phone: _____

Email address: _____

Current Address: _____

Explain how employment is related to student's course of study:

Employer Information

Employer Name: _____

Employer EIN number: _____

Employer Address: _____

Supervisor's Name: _____

Supervisor's Phone: _____ Email: _____

Student's Job Title: _____

Employment Start Date: _____ Employment End Date: _____

Full-time: 21 or more hours per week _____

Part-time: 20 or less hours per week _____

Please attach the following documents:

1. *Employment offer letter*
2. *Copy of Employment Authorization Document (EAD) card, front and back*