

# FRANKLIN UNIVERSITY

## OFFICE OF INTERNATIONAL SERVICES & PROGRAMS

### OPTIONAL PRACTICAL TRAINING

#### General Information

Optional Practical Training (OPT) for F-1 students is intended to provide hands-on practical work experience complementary to the academic program. An F-1 student is eligible for 12 months of this type of training. It is important to note, however, that part-time OPT (20 hours per week or less) is deducted from the available training at one-half the full-time rate.

While on OPT, individuals are still considered to be F-1 students at Franklin University even though they may be working elsewhere in the United States. This type of training is available to students who have been lawfully enrolled on a full-time basis in F-1 status for at least one academic year. OPT is available in the following cases:

- Pre-Completion: Part-time (20 hours per week or less) while school is in session; full-time during breaks or vacations
- Post-Completion: Full-time after completion of the course of study.
- OPT extension to 29 months for STEM students: The 12-month limit on F-1 OPT will be extended by 17 months, for a total of 29 months, for certain STEM degree holders (Science, Technology, Engineering, Mathematics). Please contact the Office of International Services & Programs for more information on eligibility requirements.

OPT is available once after each degree level that is completed, so after a bachelor's degree, after a master's degree, and again after a doctorate.

#### Application Procedure

Applications should be submitted early. It may take Immigration 3 months or more to send your approval.

Bring the following to the Office of International Services and Programs (OISP). Any copies can be made when you turn in the application materials. If you have any questions, leave it blank to go over with your International Student & Scholar Advisor.

1. Completed Form I-765 (in line 16 enter **(c)(3)(A) for pre-completion OPT, (c)(3)(B) for post-completion OPT, and (c)(3)(C) for a 17-month STEM OPT extension.**)
2. Two passport photos: You must submit two identical color photographs of yourself taken within 30 days of the filing of this application. The photos must be 2" x 2.", 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 of hair to bottom of chin, and eye height is between 1 1/8" to 1 3/8" from bottom of photo. Your head must be bare unless you are wearing a head dress as required by a religious order of which you are a member. Using pencil or felt pen, lightly print your name and I-94 number on the back of the photo.

3. Copy of picture page of passport
4. Copy of both sides of the I-94 card
5. Copy of the visa page in your passport
6. Copies of all your I-20s for your current degree
7. \$340 check or money order made out to "US Citizenship and Immigration Services" or USCIS

After reviewing the material listed above, your International Student & Scholar Advisor will recommend to the USCIS that practical training permission be granted by creating a new I-20 form including the work permission recommendation on the back of the I-20.

A student may not legally begin working until USCIS has issued an Employment Authorization Document (EAD).

Mail all materials listed above to: USCIS  
PO Box 21281  
Phoenix, AZ 85036

USCIS will adjudicate the Form I-765 and issue an EAD on the basis of the International Student & Scholar Advisor's recommendation unless the student is found otherwise ineligible.

The Service Center in Arizona will send the EAD card directly to your home address.

**Note:** Everything will be mailed to the address on your I-765 form. If you are planning on moving, please give your new address if you know it, or that address of a reliable friend who will give you your mail. **The Post Office will not forward mail from USCIS.** If it is undeliverable it will be returned to Immigration.

You must submit a photocopy of your Employment Authorization Document (EAD) to OSIP. USCIS requires that a copy of this document be kept in your file. You must also report the name and address of your employer to OISP so we can update your SEVIS record. Students on OPT are only permitted 90 days of unemployment.

**Special Note:** Students making a trip outside of the United States while on practical training after graduation will need a signature from the International Student Advisor on their I-20 ID (student) copy within the last six months for re-entry into the United States. Students will also need to travel with an employer letter to prove they are presently employed to re-enter while on OPT. For more information contact the Office of International Services and Programs at 614.947.6752.