What is OPT: Optional Practical Training (OPT) is a type of employment authorization for international students. OPT is training designed to give students real world experience. OPT is for 12 months of employment, to be completed up to 14 months after program end date. Students need to meet with an International Student Advisor before applying for OPT.

Eligibility: F-1 visa students who have been lawfully enrolled as full-time status students for at least one full academic year are eligible for OPT. Students who have only taken ESOL classes are not yet eligible. When on OPT, students are required to be working or volunteering in a field directly related to their program of study.

Exception: F-1 visa students who have completed 12 or more months of full-time Curricular Practical Training (CPT) are not eligible for OPT.

Pre-Completion and Post-Completion OPT: Students can apply for pre-completion OPT to participate in part-time OPT before they graduate. Students can apply for post-completion OPT to participate in full-time OPT after they graduate. Pre and post-completion OPT require separate applications and separate application fees. A student only has 12 months of OPT total, counting both pre and post-completion OPT. Please see an International Student Advisor to discuss pre and post-completion OPT.

Timeline for Applying for OPT: Students can apply for post-completion OPT from 90 days before their graduation date until 60 days after their graduation date. It is strongly recommend to apply as close to 90 days before graduation as possible, as OPT applications can take many months for USCIS to process. Students can apply for pre-completion OPT during their program of study and after being lawfully enrolled as full-time status students for at least one full academic year.

Process for Applying for OPT:
- Attend an OPT workshop or meet with International Student Advisor before applying for OPT to discuss questions about OPT and eligibility for OPT
- Meet with your Academic Advisor for a graduation check and apply for graduation. Forward the graduation application confirmation email to international@century.edu
- Complete all required student documents (see page 2)
- Make one hour appointment with International Student Advisor and bring all completed student documents to appointment. At this appointment, the International Student Advisor (DSO) will complete Century College documents and request OPT for student in SEVIS.
- Student mails in all documents to USCIS
- Student waits for response from USCIS and EAD card before starting work

See other side of paper for required documents.
Required OPT Application Documents:

Student Completes:
- Completed Form I-765 [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)
  - Question 27: Fill in (c) (3) (A) for Pre-Completion OPT or (c) (3) (B) for Post-Completion OPT
  - Question 7.a. (Signature): Fit your signature inside the box. If your signature goes outside of the box, your application can be rejected.
- Completed Form G-1145 [https://www.uscis.gov/g-1145](https://www.uscis.gov/g-1145)
  - Not required, but can be submitted to get text or email notification when USCIC accepts your application.
- Two ADIT-style/passport photos
- Photocopies of passport photo page, F-1 visa document or Change of Status Approval Notice, and I-94 document
- Photocopy of Social Security Card (if applicable)
- Photocopy of both sides of previous Employment Authorization Document card (if applicable)
- Photocopy of job offer letter (if applicable)

Century College International Student Advisor (DSO) Completes:
- Letter on Century College letterhead from a DSO indicating student’s academic status and expected gradation date
- Updated Form I-20 with OPT requested dates, notification, DSO signature, and student signature

Make two copies of all documents. One copy goes on file at Century College, one copy goes to student, and originals are mailed to the filing address listed at: [https://www.uscis.gov/i-765-addresses](https://www.uscis.gov/i-765-addresses)

***Application materials must be received by USCIS within 30 days of DSO recommending OPT in SEVIS***