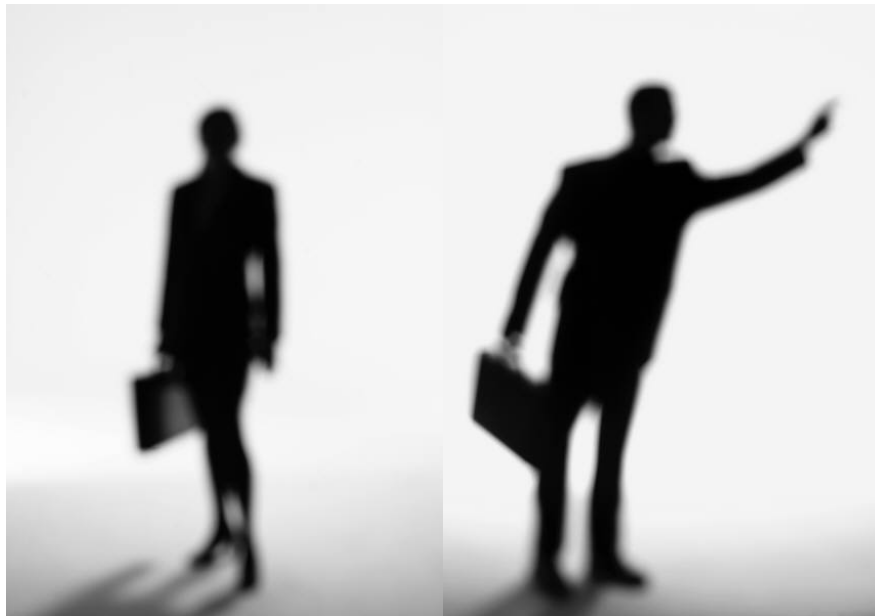


New Jersey Institute of Technology
The Office of International Students & Faculty

**PRE & POST "INITIAL" 12-MONTH
Optional Practical Training (OPT)
Application Forms & Instructions**



- Once you are recommended for Optional Practical Training, please send your documents to the following address:

**U.S. Citizenship and Immigration Services
Vermont Service Center
ATTN: I-765
75 Lower Welden Street
St. Albans, Vermont 05479-0001**

We recommend that you use "UPS, Fedex or DHL" to mail your packet. These services allow you to see an electronic receipt so that you can confirm that your EAD application has been delivered to USCIS.

NOTE: The application MUST reach the USCIS Vermont Service Center within 30 days of the NJIT International Student Advisor's recommendation date reflected on page 3 of the I-20.
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- It is recommended that you apply for your post-completion OPT 90 days **prior to completion of studies**.
- Do **NOT** send your original I-20's with your packet.
- The **ONLY ORIGINAL DOCUMENT** being sent is the Form I-765.
- Be sure to send **ALL** copies of all pages of previous I-20's issued to you, including the copy of the I-20 issued for OPT.
- Once I-797 receipt is received use the receipt # to view case status here: <https://egov.immigration.gov/cris/jsps/index.jsp>
- If you have not received any response from the USCIS after three months, please contact the Office of International Students & Faculty. We will advise you on what to do.
- **Do not travel outside of U.S. borders** without an I-20 signed by your international student advisor on page 3 within the past 6 months, a valid F-1 visa, passport, EAD, and a letter from your employer.

Good Luck!

Revised 04/30/08

OPTIONAL PRACTICAL TRAINING (OPT) IN F-1 STATUS
Pre-Completion and Post-Completion Practical Training

Definitions:

Pre-Completion Optional Practical Training is employment in your field of study *before* you complete your degree.

Post-Completion Optional Practical Training is employment in your field of study *after* you complete your degree.

Eligibility:

- ✓ You are a degree candidate who has been in lawful status as a full-time student for at least one academic year.
- ✓ It is recommended that you apply 90 days BEFORE completion of studies at NJIT.
- ✓ Attend an OPT Workshop. To learn of the workshop dates, visit <http://oisf.njit.edu>.

You may engage in Optional Practical Training **only after** you receive your Employment Authorization Document (EAD card) from USCIS. This process can take approximately 3 months.

STUDENT INSTRUCTIONS FOR OPTIONAL PRACTICAL TRAINING:

1. **Attend an OPT Workshop (MANDATORY).** See www.oisf.njit.edu to view dates and times.
2. Ask your faculty advisor to complete the **Advisor Form** to state the date you will **COMPLETE** your program. * Please note that this date is your completion date of studies and **not** the graduation date listed by the Registrar. The form is provided in this packet.
3. Have two **passport style photos** taken. Specifications are attached.
4. Complete the Form **I-765** and sign your name after "Your Certification."
5. Complete the **OPT Request Form**. The form is provided in this packet.
6. Write a Personal Check or Money Order (we recommend you write a personal check) for **\$340.00** payable to the *U. S. Department of Homeland Security*. The check and two photos should be placed in a **white business envelope**. This envelope will then be placed in the larger legal size envelope.
7. Bring your most recent I-20 and passport to the workshop.

Your Practical Training Packet is now ready to be processed by your International Student Advisor. Submit your **I-20, I-765, OPT Request Form, and Advisor Form** to the Office of International Students & Faculty. Your application processing will be completed within seven (7) to ten (10) business days. Please do NOT bend or fold your paper work. If meeting in person with your International Student Advisor, bring all these documents along with your passport to the meeting.

REMEMBER: 7-10 business days are required for processing.

Revised 04/30/08

Photograph requirement for the Employment Authorization Document (EAD):

You must have two (2) photographs taken within thirty (30) days prior to submitting your application for employment authorization. They must be sent with your application.

Photograph specifications:

The photographs must be no larger than 2 x 2 inches with the distance between the top of the head to just below the chin about 1 to 1 3/8 inches. They should have a plain white or off-white background, be unmounted, printed on thin paper and glossy. The photographs must show a full color frontal profile of the head. The head should be bare unless you are wearing a headdress required by the religious order to which you belong.

Students who wear glasses must take them off for the picture.

***MAKE SURE THAT THE PHOTOGRAPH IS A FULL FACE, FRONT VIEW COLOR PHOTOGRAPH OF YOU WITH YOUR EYES OPEN
DO NOT CUT THE PHOTOGRAPH***

Lightly write in pencil on the back of the photograph your name and your I-94 number.

List of requirements for an application for the EAD card

The following is a list of documents and other evidence to be sent to the U.S. Citizenship and Immigration Services (USCIS) **AFTER** you have met your International Student Advisor and had ALL documents approved by your International Student Advisor.

1. Photocopies of all pages of **ALL** I-20's (current and previous, including the OPT I-20)
2. Photocopies of front and back of the most recent I-94 card
3. Photocopies of the passport (picture, expiration date, biographical information, visa)
4. **ORIGINAL** Form I-765 (4/8/08 version only). The address of NJIT's Office of International Students and Faculty must be listed on item # 3.
5. Photocopy of front and back of any previously issued EAD cards (if applicable)
6. White envelope containing:
 - Two photographs with your name and admission (I-94) number penciled on the back.
 - Personal Check or Money Order for **\$340.00** (we recommend you write a check.)
Make the check payable to the *U.S. Department of Homeland Security*.

MAKE A COPY OF ALL DOCUMENTS YOU SEND. KEEP THESE COPIES WITH YOUR USCIS RECORDS; YOU MAY NEED THEM AGAIN.

***** IMPORTANT *****

1. **If you wish to travel outside of the U.S. while your OPT application is pending, please notify the Office of International Students & Faculty.**
2. **You will be notified by e-mail (NJIT account) when your EAD receipt and your actual EAD card and OPT approval notice arrive.**
3. **The EAD is not a blanket employment authorization. Any employment undertaken not in your field of study, or not in accordance with the type of authorization, will be considered illegal employment. * Acceptance of the card is agreement to comply with regulations.**
4. **Present your EAD and original I-20 to your employer to complete the Form I-9 of employment. Make copies of these documents to leave with the employer, if requested by the employer.**

Composition Checklist

7 Steps to Successful Photos

- ☑ Frame subject with [full face, front view, eyes open](#)
- ☑ Make sure photo presents [full head](#) from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches (25 mm to 35 mm)
- ☑ [Center head](#) within frame (see Figure 2 below)
- ☑ Make sure [eye height](#) is between 1-1/8 inches to 1-3/8 inches (28 mm and 35 mm) from bottom of photo
- ☑ Photograph subject against a plain white or off-white [background](#)
- ☑ [Position subject](#) and [lighting](#) so that there are no distracting shadows on the face or background
- ☑ Encourage subject to have a [natural expression](#)

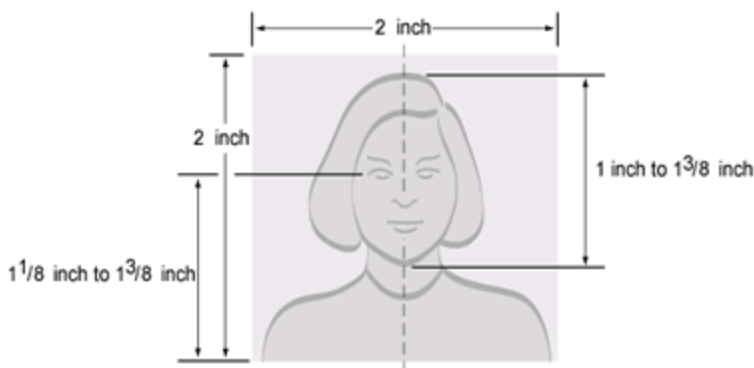


Figure 2. Head Position & Placement

Well-Composed Photos

