

**What is OPT?**

- Temporary work authorization for F-1 students after the completion of their degree program.
- Available to F-1 students who have been lawfully enrolled full-time for one academic year at the college level and who will work in their field of study.
- OIA issues a new I-20 containing the OPT recommendation and application is sent to U.S. Citizenship and Immigration Services (USCIS) for approval.
- F-1 students qualify for up to one year of OPT per completion of a higher degree level.

**When should a student request OPT?**

- It can take USCIS on average 2-3 months to approve the OPT!!! OIA recommends that students apply as early as possible.
- Applications may be submitted to USCIS up to 90 days prior to the I-20 program end date and no later than 60 days after the I-20 program end date.

**How does a student request OPT?**

- Completes the online OPT Workshop and scores a 70% or higher on the quiz. Both can be found on Canvas at <https://courses.juilliard.edu/courses/1441879/wiki>
- Calls OIA at 212.799.5000 ext. 358 or visits by OIA (room 245) to make a 30 minute OPT appointment.
- Submits completed OPT Request form (see page 2) AND supporting OPT application checklist documents to OIA (listed below and in online OPT Workshop) during the OPT appointment with OIA.
- OIA will mail the application to USCIS and receive the OPT receipt notice within a few weeks.
- Begins employment once EAD (OPT card) has been received by the student and effective date has passed.  
**\*\*\*Students may NOT begin work until they have received their EAD card and may only work between the start and end date printed on the EAD.**

**OPT Application Checklist**

- Typed I-765 (<http://www.uscis.gov/i-765>)
  - Next to "I am applying for;" Put an "X" next to the box "Permission to accept employment"
  - Question 3: Use OIA's address (60 Lincoln Center Plaza, New York, NY 10023)
  - Question 16: Enter (c)(3)(B)
  - Certification: Sign name in blue pen
- Photocopy of ALL pages of ALL previous I-20s (signed by you)
- Photocopy of most recent passport ID page, visa, and I-94 (<https://i94.cbp.dhs.gov>)
- Photocopy of any previously-issued EAD (OPT cards), if applicable
- Check or money order for \$410 made out to "U.S. Department of Homeland Security"
- Two identical NEW U.S. style passport photographs
  - **Cannot be photos used for a previous visa or passport application**
  - On back of photos, print your full name and I-94 number **lightly in pencil**
  - Photos in which the applicant is wearing glasses will not be accepted
  - **Edges of the photos must be squared (at right angles) and not curved**
  - Additional photo requirements: <http://travel.state.gov/content/visas/en/general/photos.html>
    - Two identical color photographs taken within 30 days of filing the application
    - Photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched
    - Passport-style photos must be 2" by 2"
    - Photos must be 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 to bottom of chin, and eye height is between 1 1/8" to 1 3/8" from bottom of photo
    - Head must be bare unless wearing headwear as required by a religious order of which the applicant is a member

**See page 2 of this handout for a photo example**

# OIA OPT Application

Complete this form and submit it with the documents listed on page 1 of this form

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Student Name: \_\_\_\_\_ **Non-Juilliard** Email: \_\_\_\_\_

Current U.S. Home Address: \_\_\_\_\_ Apartment #: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Expected Graduation Semester (example Spring 2017): \_\_\_\_\_

Requested OPT Start Date (within 60 days of I-20 end date): \_\_\_\_\_

Name of Expected Employer (If multiple short term gigs, write multiple gigs. If unknown, leave blank): \_\_\_\_\_

Expected employer address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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By signing below, I, \_\_\_\_\_, agree to the following terms:

- Give OIA permission to open mail addressed to me from USCIS.
- Will notify OIA immediately if I do not finish my degree as planned.
- Will comply with the reporting requirements (listed above) including, but not limited to, updating OIA with any change to employers, U.S. home address, or visa status.
- Will work cumulatively at least 20 hours per week (paid or unpaid) in my field of study to prevent the accrual of unemployment days.
- Will comply with the 60 day grace period requirement
- Understand that accruing 90 days of unemployment (or failure to report employment) is a violation of my F-1 status and may result in the termination of my F-1 status.
- **Understand that I CANNOT begin working until I have received my OPT/EAD card, and I will only work between the start and end date printed on the EAD card.**
- **Understand that working (paid or unpaid) ON-CAMPUS or OFF-CAMPUS after my graduation date requires an approved OPT, and that working without the EAD card is a violation of my F-1 status and will result in the termination of my F-1 status and OPT.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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## Photo Example



## Requirements for Two Identical NEW U.S. Style Passport Photographs

- **Cannot be photos used for a previous visa or passport application**
- On back of photos, print your full name and I-94 number **lightly in pencil**
- Photos in which the applicant is wearing glasses will not be accepted
- **Edges of the photos must be squared (at right angles) and not curved**
- Additional photo requirements:
  - <http://travel.state.gov/content/visas/en/general/photos.html>
  - Two identical color photographs taken within 30 days of filing the application
  - Photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched
  - Passport-style photos must be 2" by 2"
  - Photos must be 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 to bottom of chin, and eye height is between 1 1/8" to 1 3/8" from bottom of photo
  - Head must be bare unless wearing headwear as required by a religious order of which the applicant is a member