General Information
Optional Practical Training 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.

While on Optional Practical Training, 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. Optional Practical Training 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 Optional Practical Training (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 and Programs for more information on eligibility requirements.

OPT is available once after each degree level that is completed, so after a Bachelor’s degree, again after a Master’s degree, and again after a PhD degree. The OPT STEM extension is available only once.

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

Please complete the following steps:

1. Watch the video tutorial on the overall process at the following link:
   [http://youtu.be/l7AeVBYDgqs](http://youtu.be/l7AeVBYDgqs). It contains a lot of useful information and details that you may not otherwise be aware of.
2. Complete Form I-765. We have developed video instructions on where to obtain and how to complete this form. Please view them at the following link before you begin filling out the form: [http://youtu.be/UqtyJapyW1I](http://youtu.be/UqtyJapyW1I). 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.
3. 2 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 each photo.

4. Make a color copy of picture page of passport
5. Make a copy of both sides of the I-94 card or printed copy of I-94 record. To obtain your I-94 record visit https://i94.cbp.dhs.gov/I94/request.html. You can watch a short video on using this website at the following link. https://i94.cbp.dhs.gov/I94/jsp/CaptivateVideo.jsp
6. Make a copy of the visa page in your passport
7. Make copies of all your I-20s for your current degree level
8. Make copies of any previous EAD (OPT or other) cards
9. If post-completion OPT granted for prior degree programs make copies of relevant diplomas
10. $380 check or money order made out to “US Citizenship and Immigration Services” or USCIS
11. Recommended: complete Form GS-1145 (http://www.uscis.gov/files/form/g-1145.pdf) to receive email and/or text notification when application is received by USCIS.

Once you have completed the step above let the Office of International Students and Program know that you are ready to apply for OPT. Our staff 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. You will receive two copies of this new I-20, an envelope with a pre-addressed mailing label on it and a checklist of the items that you should put in the envelope. It will then be your responsibility to put all the appropriate documents in the envelope and take it to a post office location where you can pay to have it mailed.

A student may not legally begin working until USCIS has issued an Employment Authorization Document (EAD). USCIS will adjudicate the Form I-765 and issue an EAD on the basis of the International Student Advisor’s recommendation unless the student is found otherwise ineligible.

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

You must submit a photocopy of your Employment Authorization Document (EAD) to OISP. 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.

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 614-797-4700 or intl.advising@franklin.edu.