

BRIGHAM YOUNG UNIVERSITY–HAWAII

F-1 Optional Practical Training Application

- Optional Practical Training is employment directly related to your major field of study and must be approved by International Student Services (ISS) and the United States Customs and Immigration Services (USCIS). Submit the following **NO SOONER THAN 90 DAYS BEFORE GRADUATION.**
- Submit to BYU–Hawaii:
 - F-1 Optional Practical Training Application
 - Financial documents showing sources of funding during Optional Practical Training
 - Proof of Insurance
- To be sent to USCIS – please bring the following to ISS and we can assist you in assembling the needed documents for your OPT application.
 - USCIS Form I-765
 - I-20 for OPT
 - Copies of all I-20s
 - Copy of I-94
 - Copy of passport photo page
 - Copy of visa stamp
 - Check or money order for \$410US made out to the U.S. Department of Homeland Security or USCIS Form G-1450 if making an electronic payment using a credit or debit card
 - 2 passport photos
 - Copy of USCIS Form G-1145

Personal information

Last Name:	First Name:	BYUH ID:
Major:	E-Mail you will use after graduation:	Telephone Number:
Program Completion Date:	I-20 End Date:	Previous Practical Training Used (Total number of months)
Expected Graduation Date:	Are you employed on campus?	

Employment Information

Name of Employer:		Job Title:	
Name of Supervisor:		Supervisor Title:	
Telephone Number of Supervisor:		E-mail of Supervisor:	
Address of Employer: _____			
City: _____		State: _____	Zip Code: _____
Is this the physical location of your job? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Physical site of Activity: _____			
Address of Physical Site of Activity: _____			
City: _____		State: _____	Zip Code: _____
Hours Per Week:	Requested Start Date:	Requested End Date:	Expected Monthly Earnings:

Health Insurance

<input type="checkbox"/> During OPT I agree to be covered by health insurance that is comparable to the minimal coverage required for J-1 students on academic training. I understand my coverage with the Student Medical Benefit at BYU-Hawaii ends on the day I graduate from BYU-H.

Name of Insurance Provider for F-1 for the period of OPT: _____	
Name of Insurance Provider for F-2 dependents for the period of OPT: _____	
Signature: _____	Date: _____

Justification for Optional Practical Training

The purpose of OPT is to provide employment experience that is directly related to the major. Employment should enhance the academic studies completed for a bachelor’s degree or higher from an accredited institution.

Describe the objectives of this optional practical training (OPT) experience and how it is directly related to your major (eg. Connect your job description/nature of the work to your major).

Explain how optional practical training is critical or integral to your major and how it helps you prepare for future employment (eg. Explain your responsibility in the job, explain what you are going to do and explain how your job can help you in the future. Distinguish your job from student jobs).

Explain how your activities as an undergraduate prepared you for post-graduation employment in your home region. Give specific examples. Attach a copy of your co-curricular transcript.

- I have read the Instructions for OPT Application and Frequently Asked Questions and agree to follow all requirements.
- In accordance with the terms on my I-20 I agree that after completing OPT I will return to my home region.

Signature: _____ Date: _____

Approved by AT/OPT Committee
 Signatures: _____ Date: _____

Instructions for OPT Application and Frequently Asked Questions

Optional Practical Training is available to F-1 students either before or after graduation. At BYU-Hawaii, Curricular Practical Training may be approved. There is no fee requirement. CPT allows students to complete an internship required for a degree. Before completing **the F-1 Optional Practical Training Application** you should review the information on F-1 OPT provided by the Department of Homeland Security at: [F-1 Optional Practical Training \(OPT\)](#) for a comprehensive, step-by-step explanation of how to apply for OPT.

Application Timeline (for Fall 2020 graduates)

Start Application	Apply to USCIS	Graduate	Start OPT
ASAP	September 17 (Within 90 days before graduation)	December 11	February 9 (Within 60 days)

USCIS Form I-765

Locate the application form for OPT and general instructions online at: [Application for Employment Authorization](#)

The form to fill out can be found here: [I-765 Application](#)

Carefully read the [instructions](#) and follow them exactly. General Instructions on page 19 of 31 specifically state that an original, handwritten signature is required. Do not use a stamp or typewritten name in place of a signature.

Note: You may also apply online through [creating a USCIS account](#) and filing for the I-765 there.

When will USCIS accept my application?

Apply for OPT before the start of your last semester. The processing time takes between three to five months. Mail your application to USCIS between 80 to 85 days (about 3 months) before you graduate. The deadline to apply is 60 days after graduation. It will take you two weeks to complete the application, have a DSO recommend OPT in SEVIS and mail the application (I-765) to USCIS. You cannot expedite the application.

What is the completion date?

This is the end date of your degree program printed on your form I-20. Do not change the completion date.

How do I choose dates for OPT?

You must start working within 60 days after you complete your degree. The end date is 12 months later.

What is employment?

OPT is employment that is directly related to your academic major and gives added experience. Unrelated employment is a violation of F-1 status. OPT must be at least 20 hours per week and may be paid or unpaid.

What does an employment offer letter include?

Details include the title of the position, name of employer, name and contact details of supervisor, hours per week, start and end dates, compensation (if any) and a brief description of duties and responsibilities.

When can I start employment?

After you finish your degree, you will end employment on campus. You can begin OPT as soon as you receive the EAD from USCIS. Note the approved start and end dates.

Can I change employer? How do I do this?

You must be approved by USCIS to change employer. Send International Student Services a copy of the employment offer letter. Please wait for ISS response. Update USCIS online through the OPT Portal.

What about health insurance?

After graduation you are no longer eligible for SMB coverage that is included in your tuition. Purchase 3rd party insurance and show proof to ISS before starting OPT.

What are my financial responsibilities?

You must maintain personal financial support for the duration of OPT. A single F-1 student should have at least \$10,200US and a married F-1 student with a dependent should have at least \$31,800US for 12 months.

What is my status during OPT?

While waiting for approval and during OPT you will have F-1 status. You must meet employment and address reporting requirements during OPT and may wait in the U.S. for approval from USCIS.

Can I travel during OPT?

Travel abroad is not prohibited, however, re-entry is not guaranteed by US Customs and Border Protection. You should always carry proper documents (valid passport, OPT I-20 and a copy of your employment letter).

What are the reporting requirements during OPT?

During OPT you must keep ISS informed of your whereabouts – employer information and residential address. If there is any change in either address, or contact information, you must notify ISS within 10 days of that change.

What happens if my visa expires during OPT?

If your F-1 visa expires during OPT you may remain in the United States until the last date. If you travel to a foreign country, you must obtain a valid F-1 visa before returning to the U.S. There is no guarantee you will be approved for another visa.

What happens if OPT is denied?

Most applications for OPT are approved. If your application is denied you will have 10 days to leave the United States. Failure to leave will result in accruing unlawful presence.

Is there a grace period after OPT?

You can remain in the U.S. for up to 60 days following the end of OPT. Contact the ISS office three months before you finish OPT to assist you with the travel request.

Cost estimates for Single and Married F-1 Students During Post-Completion OPT

Costs for Single F-1	Month	12 Months	Costs for Married F-1 with Dependent	Month	12 Months
Rent	\$450	\$5,400	Rent	\$1,500	\$18,000
Food	\$150	\$1,800	Food	\$600	\$7,200
Living Expenses	\$100	\$1,200	Living expenses	\$400	\$4,800
Transportation	\$100	\$1,200	Transportation	\$100	\$1,200
Insurance	\$50	\$600	Insurance	\$50	\$600
TOTAL	\$850	\$10,200	TOTAL	\$2,650	\$31,800

Recommended insurance coverage comparable to government requirements for J-1 exchange visitors

Item	Minimum requirement
Medical benefits	\$100,000 per accident or illness
Repatriation of remains	\$25,000
Medical evacuation	\$50,000
Deductible per accident or illness	\$500

Mailing Instructions REMEMBER TO SIGN THE I-765 in writing

1. Prepare application with the following supporting documents:
 - a. USCIS Form G-1145 e-notification form
 - b. USCIS Form I-765 Application for Employment Authorization
 - c. I-94
 - d. I-20 for OPT
 - e. All other I-20 forms
 - f. 2 passport photos
 - g. Payment for \$410 made out to: U.S. Department of Homeland Security

- i. You may pay the fee with a money order, personal check, or cashier's check, payable to the U.S. Department of Homeland Security.
 - ii. If you use a credit or debit card complete USCIS Form G-1450
- h. Copy of passport photo page
- i. Copy of visa stamp page from passport
- j. Copy of employment offer letter

You can submit your application online or through mail. If submitting hard copies, please use the following address NOTE! Please check [USCIS Direct Filing Addresses](#) for most updated addresses as they may change.

Filing Location

For Post-Completion OPT (category 3cB)

Using U.S. Postal Service (USPS)

USCIS

P.O. Box 805373

Chicago, IL 60680

Using FedEx, UPS, DHL delivery

USCIS

Attn: I-765 CO3

131 South Dearborn – 3rd Floor

Chicago, IL 60603-5517

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