



Los Angeles City College
International Student Program
Optional Practical Training (OPT)

Post-Completion Optional Practical Training (OPT)

OPT is defined in the Federal Regulations as temporary employment directly related to a student's field of study. During OPT, a student remains in F-1 status.

Eligibility Criteria

To be eligible for OPT, the student must:

- A. Be in legal F-1 immigration status
- B. Be a full-time student for at least one full academic year

Maximum Length

- The standard OPT period is a cumulative maximum of 12 months.
- An F-1 student may become eligible for another 12 months of OPT if he/she advances to a **higher** educational level.
- Employment begins after completion of academic program.

Earliest to apply: Students may file up to 90 days prior to their program end date.

Deadline to apply: The OPT application must be received by USCIS no later than 60 days after the program completion date.

Note: The OPT application must be received by USCIS within 30 days of the date on which DSO issues an OPT I-20. If filed with USCIS after 30 days of the OPT I-20 issuance date, your application will be denied.

The U.S. Citizenship and Immigration Services (USCIS) announced that F-1 students seeking optional practical training (OPT) can now file Form I-765, Application for Employment Authorization, online. Online filing allows applicants to submit forms electronically, check the status of their case anytime from anywhere, and receive notices from USCIS online instead of waiting for them in the mail.



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F1 students may file for OPT online at www.uscis.gov website or may file OPT application through U.S. Postal Services.

For online filing and step-by-step information visit www.uscis.gov/file-online. You must create an online account to file your I-765 application. [How to Create a USCIS Online Account | USCIS](#)

Once you have created an online account, you can file your I-765 application and submit/upload the required documents. myaccount.uscis.gov. Please note that you must submit all the required documents at the same time when submitting your online application.

For online filing please check the link: [Tips for Filing Forms Online | USCIS](#)

If you want to file your OPT application through U.S. Postal Services, you must mail your complete application packet to the address below.

Take your application packet to U.S. Post Office and send it by certified or by registered mail.

| | |
|--|---|
| U.S. Postal Service (USPS): USCIS PO Box 805373 Chicago, IL 60680 | For FedEx, UPS, and DHL deliveries: USCIS Attn: I-765 C03 131 South Dearborn - 3rd Floor Chicago, IL 60603-5517 |
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USCIS will send you a notice for the receipt of your I-765 EAD (OPT) application (2-3 weeks). Once you have received your receipt notice, you can track the status of your individual case at www.uscis.gov website. USCIS will approve or deny your OPT. If approved, they will mail your Employment Authorization Documents (EAD) to you.



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If you want to apply for OPT, your **first step** is to complete the OPT Request Form posted in ISP website [OPT-Request-Form Fillable.pdf \(lacitycollege.edu\)](https://lacitycollege.edu/isp/opt-request-form-fillable.pdf) and email the request and your Education Plan/proof of completion of your degree requirements to Marine Petrosyan, DSO at petrosm@lacitycollege.edu.

If eligible, you will receive a new Form I-20 with OPT recommendation (on the 2nd page of your I-20) from ISP. Once you receive a recommendation for post-completion OPT from your Designated School Official (DSO) to pursue OPT, you must apply for an employment authorization document (EAD) with USCIS.

You must file your OPT application within 30 days of DSO's OPT recommendation.

It is the student's responsibility to apply for the work permit with the U.S. Citizenship and Immigration Service (USCIS). If the OPT is approved, USCIS will issue an Employment Authorization Document (EAD).

The student must not begin working before the start date on the EAD. Employment Authorization Document (EAD card) from USCIS will indicate the dates you are permitted to work.

The adjudication of your OPT with USCIS may take from 75 to 110 days.



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USCIS OPT Application Checklist

Reminder: The OPT application must be received by USCIS within 30 days of the date on which DSO issues an OPT I-20. If filed with USCIS after 30 days of the OPT I-20 issuance date, your application will be denied.

To prepare the OPT application for USCIS, assemble the following documents:

Gather complete packet (arranged in this order; DO NOT use staples and make only SINGLE-SIDED COPIES): Send your complete application and required document to USCIS. USCIS will send you a notice for the receipt of your I-765 EAD (OPT) application (2-3 weeks). Once you have received your receipt notice, you can track the status of your individual case at www.uscis.gov website.

- I-765 Application Fee** payable to "Department of Homeland Security." Currently application fee is \$410. Please see application fee under Filing Fee. <https://www.uscis.gov/i-765>

Alternatively, you may download and complete the G-1450, Authorization for Credit Card Transactions form <https://www.uscis.gov/g-1450>. Credit cards must be issued by a US bank (you do not need to complete Form G-1450 if filing online).

- Two color U.S. passport-style photographs.** (measure 2 inches by 2 inches, and have a plain white or off-white background). Write your name on the back of each photo.
- Completed G-1145**, E-Notification of Application/Petition Acceptance <https://www.uscis.gov/g-1145> (you do not need to complete Form G-1145 if filing online).
- Completed and signed Form I-765** at <https://www.uscis.gov/i-765>
- Copies of your visa, passport identity page (and any renewal pages), and I-94 printout** (<https://i94.cbp.dhs.gov/>)
- Copy of your signed and dated OPT I-20**
- Copy of all previously issued I-20s** (1st and 2nd page; do not copy instruction page).
- Copy of the front and back of any previous EAD cards** (i.e. previously done OPT)



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Student’s Responsibilities During OPT

F1 students have total of 90 days authorized unemployment period. If a student is not employed 90 days after the start date of the EAD card, the student is considered out of status.

Upon your OPT approval, you will receive an email from SEVP to create a Student Portal to report your employment directly to SEVP. All F1 international students on OPT are required to report the employer information/changes in employment through the SEVP Student Portal within 10 days of employment.

You must also report your employment to International Student Program (ISP) by completing and submitting the OPT reporting form [OPT-Reporting-Form_Fillable.pdf \(lacitycollege.edu\)](#). You must also submit a letter from your employer to ISP. The employment letter must be on the company’s letterhead and must include the following information:

- Employer’s Name, address and contact information**
- Employment start and end date (if known)**
- Part-time/Full-time**
- Detailed job description**

Failure to comply with this requirement can result in the termination of your F-1 status and work authorization by U.S. Department of Homeland Security.

You must sign and date this form and email it to petrosm@lacitycollege.edu.

Student’s Name _____ SEVIS ID# N _____

Student’s Signature: _____ Date: _____