



*Office of International Relations &
Global Engagement*

1200 University Street, Unit 9519
Spearfish, South Dakota, USA 57799-9519

Optional Practical Training (OPT) Application

Family/ Last Name _____ First Name _____

Date of Birth _____ Local Telephone Number _____

BHSU ID Number _____ SEVIS Number _____

First Semester at BHSU _____ Degree Objective: Bachelor's Master's

Current Status: F-1 J-1 Date First Granted F-1/J-1 status: _____

Major Field of Study: _____ Expected Graduation Date: _____

Proposed OPT Start Date: _____ OPT End Date: _____

Number of hours per week: _____

Describe the proposed employment for OPT _____

List all previously authorized employment for Practical Training (CPT or OPT): _____

BHSU Email Address: _____

Local U.S. Address: _____

Application Checklist: To apply for OPT, you will find a guideline below.
Please read through the complete instructions found here: <https://www.uscis.gov/i-765>

- I-765: <https://www.uscis.gov/sites/default/files/files/form/i-765.pdf>
- \$380 filing fee
- Copies of all I-20s
- Copy of I-94: <https://i94.cbp.dhs.gov/I94/consent.html>
- Copy of Passport
- 2 passport-style photos taken within 30 days of filing application
- Prior EAD (Employment Authorization Documents) (If available)



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OPT Employer Information

It is not required to have employer information at the time of filing your OPT application to USCIS. However, if you have it available, please complete the information. If not, you have 90 days after the start date on your EAD card to complete this and send it back to International@bhsu.edu.

Employer Name*: _____

Employer Address*: _____

EIN Number*: _____ Job Title: _____

Supervisor Name: _____

Supervisor Phone Number: _____ Supervisor Email Address: _____

*required fields



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U.S. Department of Homeland Security (DHS) normally processes this type of application within 2-3 months. Please contact your OIR Advisor if you have not received the EAD after 90 days. Please read the following important information.

1. OPT Timeline:

- Consult with your DSO about your projected graduation date. The OIR may need to extend or shorten your Program End Date before you apply for OPT. Should this occur your OPT will begin later than planned.
- Post-completion OPT: You can apply up to 90 days before your program end date, but the application will need to be received by USCIS no more than 60 days after your program end date
 - Requested OPT Start Date will also need to be no more than 60 days after your program end date
- A total of 12 months can be used for OPT, not to exceed 14 months
- A 17-month extension is available for STEM students (see below)

Employment authorization from USCIS will begin on the date requested or the date the employment authorization is confirmed, whichever is later. You will not be able to begin employment before the start date stated on your EAD card. If you cannot start your OPT on the date indicated on your EAD, you may not be able to complete 12 months of OPT. You will need to begin working no later than 90 days of the approved start date on your EAD card. The last day of OPT is printed on the EAD and you may not continue to work after this date. Consult with your DSO for clarification on this SEVIS Rule.

2. Tracking your application:

If you use our office address on the I-765 application form, our office will receive the application receipt notice in 2-3 weeks. Using the receipt notice case number, you can track the status of your application at <https://egov.uscis.gov/cris/Dashboard.do>. Your EAD will be mailed to the address you place on the I-765 Application for Off Campus Employment.

3. Employer Information:

If you notice any mistakes on your EAD when it is received, please contact your DSO immediately. Please report your employer name and address and your employment start date to your DSO. Also report any employment change (terminations) or request of a change to your status [different visa category (example: H1B)] to your DSO.

4. Address Reporting:

Once you have your EAD card, please notify your DSO of your new address in the city where you will complete your OPT within 10 days. You cannot use a Post Office address for your address. SEVIS requires a physical address where you will live.

5. Travel:

Your DSO or PDSO must sign page 2 of your I-20 to authorize your return to the US when you travel abroad. When you have the new I-20, in hand, that authorizes you to participate in OPT you may depart the US and return using your new I-20 to reenter the U.S. You may leave and reenter the US while the OPT approval is pending, however, if your visa is expired, you should wait for OPT approval before traveling.

You will need to have a valid passport, your new I-20 and your EAD card to re-enter the US if you depart at any time during your F-1 visa holder status in the US. It will also be a good idea to have your job offer letter with your documents. If your passport is no longer valid and you must return to your home country to renew your passport, be sure to take your OPT documents and your job offer letter with you. You may try contacting your home country embassy in the US to renew your passport. If your visa has expired and you do not intend to depart the US, you may remain in the US because your I-20 serves as your authorization to continue your residence in the US. However, if you plan to depart the US and your visa has expired, you will need a new visa from the US Consulate General in your home country to re-enter the US and your I-20 can no longer be used by you to return to the US. The visa allows you to come to the US and the I-20 allows you to stay even when the visa has expired.

6. STEM extension (**S**cience, **T**echnology, **E**ngineering, **M**athematics):

The STEM OPT work must be related to your field of study. STEM OPT students must re-verify their employment, employer address, and mailing address with OIR every six (6) months. You may change employers or have multiple employers during the 17-month STEM extension, but all employers must be registered in E-verify and you must report the change/addition of employment to DVS. You may not accrue more than 120 days of unemployment beginning from initial EAD start date.

If you have filed for a **STEM** extension with DHS before your initial OPT EAD expires, your employment authorization is considered automatically extended for up to 180 days (274a.12(b)(6)(iv)) while the **STEM EAD** is pending. However, you should not travel internationally during this period. Your employer must report your termination or departure from the company within 48 hours.