

Optional Practical Training (OPT) at Regis University

Post-Completion Optional Practical Training (OPT) is work authorization recommended by the P/DSO and granted by the United States Citizenship and Immigration Services (USCIS).

- OPT is temporary work authorization after you complete your degree program
- OPT is defined as employment “*directly related to the student’s major area of study*”
- OPT can be part-time work (20 hours per week or less), or full-time work (more than 20 hours per week)
- OPT can only be granted once per academic level
- Employment is limited to 12 months, unless a STEM degree was earned

You must be approved for OPT work authorization before you begin working, and you must have the EAD card with the OPT approval dates before you begin working. To be eligible for OPT, you must meet all of the following requirements:

- Must be in valid F-1 status
- Must have completed one full academic year of study at Regis University
- Must be in your last semester at Regis University and have all coursework completed for your degree by the end of the current semester
- Must have applied for graduation on the Regis University website
- Must apply for OPT no more than 90 days before your program end date and no later than 60 days after your program end date
- The OPT start date can be the day after your program end date but no later than 60 days after your program end date

When you are ready to apply for OPT, please contact the P/DSO to setup an appointment. The documents that you must bring to your OPT appointment are:

1. Passport
2. F-1 Visa
3. All previous I-20s
4. Previous EAD cards (if you have any)
5. Check or money order made payable to the “Department of Homeland Security” for \$410
6. Two photos meeting I-765 specifications (These are passport photos. With a pencil, write your first name, last name, and SEVIS # on the back of each photo.)
7. Form I-94 (white paper card) or electronic copy

You will complete Form I-765 and Form G-1145 during your OPT appointment. The P/DSO will also issue the OPT I-20 during your appointment. All OPT application documents must be mailed to the USCIS.

US Postal mail:

USCIS
PO Box 21281
Phoenix, AZ 85036

Express mail (additional charges will apply):

USCIS
Attn: NFB AOS
1820 E Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

Post-Completion OPT Checklist

- Form G-1145
- Form I-765; Complete #14-17.b if you have never applied for a SSN; Enter (c)(3)(B) on #27. All answers that are left blank on this form must have **N/A** written in them. Use black pen only. The DSO will review your form prior to mailing.
- Two photos meeting I-765 specifications
- Check or money order for \$410
- Photocopy of SEVIS I-20 with recommendation for OPT
- Photocopy of passport and F-1 visa
- Photocopy of Form I-94 (front and back sides) or electronic copy of Form I-94
- Photocopy of all previous I-20s
- Proof of previous work authorizations (EAD cards)

IMPORTANT!

- OPT application documents must be mailed to the USCIS within 30 days of the date that OPT was recommended in SEVIS.
- You may not travel outside of the US while your OPT is pending.
- You must provide a copy of your EAD card to the P/DSO as soon as you receive it.
- You may not begin working until after you receive your EAD card. You may then begin working on or after the start date on your card.
- You must report your **employer's name, address, EIN number, start date, hours working, and job description** to the P/DSO. You must report any changes of your employment to the P/DSO (new job, loss of employment, etc.).
- OPT employment must be directly related to your major of study.
- To be in-status during your OPT, you must be working! More than 90 days of unemployment will result in you being out-of-status and the termination of your SEVIS record.
- If you apply for and receive an H-1B visa, or any other change-of-status, then you must report the change to the P/DSO. Please provide a copy of the USCIS receipt or immigration document (visa, green card, etc.).
- If you earned a STEM degree, then you may apply for the STEM OPT Extension *prior* to your Post-Completion OPT ending. Your employer must be registered in E-Verify for you to qualify for the STEM OPT Extension. *STEM OPT Extension is only allowed once.*
- You must report your change of address within 10 days to the P/DSO.
- You may not take full-time courses during your OPT. This will automatically cancel your OPT employment.
- If you transfer to another school during your OPT employment, then your OPT will automatically cancel.
- You have 60 days after the end date of your OPT to return home, start a new degree program at Regis University, or transfer to another school.
- If you travel outside of the US during your OPT period, then you must have the P/DSO sign your I-20, and you must also travel with a letter from your employer as proof of employment.

I understand the eligibility and requirements of OPT. I understand that I cannot work until I receive my OPT EAD card and the start date on my EAD card has arrived. I understand that I am still on Regis University's I-20 during my OPT period and must continue to maintain F-1 status. Failure to follow these guidelines may result in the termination of my I-20 or the inability to gain the privilege of other immigration benefits.

Signature

Date

Email address (*the one you will be using after graduation*)

Phone number

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