



International and Immigrant Student Services



12345 College Blvd.
Overland Park, KS 66210-1299
913-469-7680
Fax: 913-469-7681
iiss@jccc.edu
www.jccc.edu/admissions/international

OPT Check List for JCCC I-20 Students

Optional Practical training (**OPT**) is defined in the USCIS regulations as “temporary employment for practical training directly related to the student’s major of study”. Upon the recommendation of an academic counselor and DSO, the US Citizenship and Immigration Services (USCIS) may authorize a maximum period of twelve months of full-time optional practical training. Three kinds of OPT can be identified:

1. Pre-completion OPT
2. Post-completion OPT
3. Extensions of post-completion OPT for Science, Technology, Engineering, and Mathematics (STEM) students **
DOES not apply to JCCC students.

Eligibility: To be eligible you must:

- (1) Be maintaining lawful F-1 status and enrolled full-time for at least 9 consecutive months prior OPT application.
- (2) Be in good academic standing. Intensive English Program students are not eligible for OPT. When requesting post-completion optional practical training, you can apply no earlier than within 90 days prior to the completion of the degree.
- (3) Have not previously engaged in OPT for your current degree level.
- (4) Have not previously engaged in full-time CPT for more than 12 months.
- (5) Have a valid passport.

How to Apply:

- _____ Complete the OPT request form. The form should confirm your degree and academic major and your anticipated date of completion of studies.
- _____ Submit your completed **I-765 Application for Employment Authorization**. You can find this form at <http://www.uscis.gov/files/form/I-765.pdf>
- _____ Submit your **\$410.00 USD I-765** application fee, the check or money order made payable to “U.S. Department of Homeland Security”. **Subject to change without notice.**
- _____ Submit **2 photographs**; two identical immigration-style photos, taken within 30 days of filing Form I-765, please refer to the following website for more information <https://travel.state.gov/content/visas/en/general/photos/photo-page.html>
- _____ Make an appointment with a Designated School Official (DSO) in the IISS Office. You need to bring:
 - **F1 Visa**
 - **Passport**
 - **I-94**
 - **Notice of action (if applicable)**
- _____ Photocopy any previous employment authorization documents (EAD) *** **If applicable**

After determining eligibility, the DSO will update your SEVIS record with an OPT recommendation. Recommendations for students to engage in practical training cannot be made for those who are out of status unless the student is first formally reinstated through USCIS.

Employment may NOT begin until you are issued an **Employment Authorization Document (EAD)** by USCIS and dates on the card are valid.

In order to maintain your status and continue legally on OPT, you are required to purchase JCCC recommended health insurance for all periods for which you are present in the US on a JCCC I-20.

You are required to complete JCCC OPT responsibility form after you receive the employment authorization card.