



Missouri State[®]

OPTIONAL PRACTICAL TRAINING (OPT) ELIGIBILITY

www.International.MissouriState.edu/Services/

Student Name

Student ID (M#)

APPLICATION CHECKLIST

Your OPT application must be received by USCIS within 30 days of the date your OPT I-20 was created.

For OPT I-20

OPT eligibility form

Student Reporting Requirements during OPT period (attached)

To mail to USCIS

Photocopy of your OPT I – 20 issued and signed by the International Services office

I-765 Form. Do not sign it until you receive your OPT I 20

G-1145 E-Notification Form (Optional). if you want to receive email or text notifications of your application status from USCIS.

2 passport photographs. Photos should be recent and not the same photographs in your passport. Write full name and I-94 number lightly in pencil on the back.

Photocopies of your I-94 (front and back if apply), passport (picture identification, expiration date, date of last entry stamp) visa, and any EAD previously issued to you

Photocopies of all previous I-20s

Check or Money Order for \$410 with order to U.S. Department of Homeland Security.
Cash is not acceptable.

***You must make your own copies to mail to USCIS; IS cannot do this.**

1. Please indicate your I–20 program end date
2. When will you complete your studies and/or graduate from Missouri State University in your current degree program?

Below, please indicate the dates for which you wish to start your OPT. Your end date can be as late as exactly one year minus a day of the start date you choose (for example, “12/30/2015 to 12/29/2016”).

Requested OPT Start Date:

End Date:



Missouri State

ACKNOWLEDGMENT OF REPORTING REQUIREMENT DURING POST-COMPLETION OPT

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The regulation at **8 C.F.R. § 214.2(f)(12)(i)** states that:

General. An F-1 student who is granted employment authorization by USCIS to engage in optional practical training is required to report any change of name or address, or interruption of such employment to the DSO for the duration of the optional practical training. A DSO who recommends a student for OPT is responsible for updating the student's record to reflect these reported changes for the duration of the time that training is authorized.

Student must report changes within 10 business days of the change to avoid situations where a Department of Homeland Security (DHS) official may determine the student is out of status. Student must also report employment information within 90 days after OPT start date.

HOW TO REPORT EMPLOYMENT INFORMATION WHILE ON STANDARD POST-COMPLETION OPT (STEM extension included)

SITUATION	STUDENT REPORTS TO INTERNATIONAL SERVICES OFFICE BY EMAIL
<ul style="list-style-type: none"> • NEW JOB 	<p>Employment Information</p> <ul style="list-style-type: none"> • Explain how employment is related to your course of study • Employer name • Employer EIN • Job Title • Start and end date of employment • Full/Part time • Employer address <p>Supervisor Information</p> <ul style="list-style-type: none"> • Full name • Telephone number • Email address
<ul style="list-style-type: none"> • CHANGE TO A NEW JOB (less than 10 days between jobs) 	<ul style="list-style-type: none"> • Name of the previous employer • Ending date of the employment with the previous employer • Name of the new employer • Start date of new employment • Mailing address for the new employer
<ul style="list-style-type: none"> • STUDENT DECIDES TO EXIT the U.S. and complete his or her F-1 status prior to the end date of OPT 	<ul style="list-style-type: none"> • Indicate "Completing OPT and exiting the United States" • Date of exit

Download the employment report form to be completed on IS website and email it to InternationalServices@missouristate.edu.

Student Name

Student ID (M#)

I have read and understand the above information. I understand that it is my responsibility to report my employment information and any change of company.

Student Signature

Date

DSO Signature

Date

MANDATORY OPT REPORTING & UPDATED OPT I-20 REQUEST

www.International.MissouriState.edu/Services/

I. PERSONAL INFORMATION

Student Name

Student ID (M#)

SEVIS ID

Phone Number

Current US address

Email address

II. REQUEST TYPE

Change of address (A new I-20 will not be issued if this is the only update reporting)

First Employment Reporting OR Change of Employer (Complete section 3)

Additional Concurrent Employment Reporting (Complete section 3)

Cap-Gap I-20

Change of name (please attach legal certificate)

Exiting the country notification (Please indicate date of departure)

III. OPT INFORMATION

If you are reporting your new job or changing your position, please complete the following questions:

1. Current employer name

2. Employer EIN Number

3. Employer Address

4. Job Title

5. Please explain how this position is related to your field of study (2-3 sentences max)

6. Start Date of Employment

7. Supervisor's Name

8. Supervisor's Phone Number

9. Supervisor's Email

III. DOCUMENT RETRIEVAL

How would you like to receive this document?

Personal Pick-up

Third-Party Pick-up (Please attach a Third-Party Authorization Form)

Mail via UPS (Please pay for mailing at http://commerce.cashnet.com/IS_PAYMENT and include a copy of the receipt)