

Pre-Completion Optional Practical Training

Please read this entire packet!

You are responsible for understanding all the new regulations!!

What is Pre-Completion OPT?

Pre-Completion Optional Practical Training is for students who have not yet met the requirements to complete their degree, but would like authorization to work in their field of study. Authorization is granted on a part-time basis (20 hours per week) while school is in session, and at a full time basis (40 hours per week) during official University breaks only (winter break and summer).

Who should apply?

Students maintaining F-1 status who have completed two semesters of full-time study by the requested employment start date are eligible to apply for Pre-Completion OPT.

When should I apply?

You can apply for Pre-Completion OPT up to 90 days prior to the requested start date.

How do I choose my OPT dates?

With processing times up to 90 days, you want to allow time for the OPT card to arrive. You cannot begin working until both the card arrives and are within the authorized dates of employment listed on the card. We recommend you choose your dates accordingly.

How does Pre-Completion OPT affect Post-Completion OPT?

Pre-completion OPT time does take away from the 12 month authorized Post-Completion OPT time. To determine how much OPT time you will have left, please consult an international student adviser in the Office of International Student Program. Email rlagasse@morris.umn.edu or (320) 589-6094, or stop by MRC 115.

What items do I need to apply for OPT?

1. The attached cover sheet which clearly states your desired start date for OPT
2. **Unofficial transcript:** Getting your unofficial transcript is convenient and free. Log into MyU: Academics to print a copy. You may also request a copy in person.
3. **Payment of \$410.00:**
 - **A check or money order for \$410.00** made out to the **U.S Department of Homeland Security**. (DO NOT WRITE ON THE BACK OF THE CHECK!) Your name and address must be on the check. Write your I-94 # on the bottom left hand of the check (in the "memo" or "for" section.)
 - You may pay the fee with a money order, personal check, or cashier's check. When filing at a USCIS Lockbox facility, you may also pay by credit card using [Form G-1450, Authorization for Credit Card Transactions](#)
4. Two passport style photographs taken within the last 6 months. Each photo must be cut to 2 inches by 2 inches with your name and I-94 # printed lightly on the back in pencil. Photos must have been taken within the past 6 months. Place the photos and check/money order in an envelope. Write your name and I-94 # on the outside of the envelope as well.
5. Complete form I-765 **online** using the PDF version located at the following website <https://www.uscis.gov/sites/default/files/document/forms/i-765-aead.pdf> Adobe Acrobat Reader will be needed. **Be sure to enter (c) (3) (A) in step # 16 (See completed sample below). Print completed form I-765.**
6. All I-20s, Visa, Passport, I-94 Record
7. If you wish to receive an E-notification that your application was received by USCIS you can print and complete form G-1145 and include it with this packet. <http://www.uscis.gov/files/form/g-1145.pdf>