**GENERAL INFORMATION**

**Pre-Completion OPT** is Optional Practical Training authorized *before* the completion of a student’s program of study. It permits F-1 students to gain work experience in their major field of study while pursuing their academic program. It can be authorized:

1. **Part time** (work 20 hrs. or less) Pre-completion OPT for eligible students who are still taking courses while school is in session.
2. **Full time** (work 21 hrs. or more) Pre-completion OPT during summer and winter vacation, if the student is currently enrolled, and is eligible for registration and intends to register for the next term or session. OR if Graduate student has completed all course requirements and has Thesis/final project/dissertation left to take.

**ELEGIBILITY REQUIREMENTS**

- Student must be in lawful F-1 student status at the time of application
- Student must have met the one full academic year as a full time student or will have met this requirement by the time the pre-completion OPT is requested to commence
- Student must continue full time enrollment throughout the time spent on pre-completion OPT with the exception of summer and winter break
- Student must have not engaged in more than 12 months of full-time Curricular Practical Training (CPT) during the current degree level
- Student must have not been authorized for 12 months of OPT at the current degree level
- Student does not need to have a pending job offer letter to apply for pre-completion OPT
- If government sponsored, it is the student’s responsibility to contact his/her government sponsor to find out if he/she can be permitted to apply for Pre-completion OPT.

**APPLICATION DEADLINE**

A student may file for Pre-completion OPT up to 90 days before the student completes a full academic year. If the student has already completed a full academic year, he or she may apply for OPT up to 90 days in advance of the requested Pre-completion OPT start date.

In addition, pre-completion OPT application must be received by USCIS within 30 days of the date on which the foreign student advisor entered the pre-completion OPT recommendation in SEVIS.

*Note: Once student mails Pre-completion OPT application to USCIS and USCIS receives it, USCIS will take 90 days approximately to process the request.*

**APPLICATION PROCESS**

- **STEP 1:** Student will email the following documents to jescrequest@csun.edu:
  - Student acknowledgement completed and signed *(Please see acknowledgement on page 3 of this information guide)*
  - COPY of completed Form I-765. Please download the form at www.uscis.gov.
    - This is an online fillable form. Please type your information.
    - Select "Permission to accept employment" box
    - Use the eligibility code (c) (3) (A) for item #16
    - Please leave Item #17 blank
    - Sign your name using a BLACK ink pen. Make sure your signature stays above the signature line without touching any words noted on the form
    - Keep the original version. The original with your signature will be required for STEP 2.
  - COPY of the most recent I-94 Departure Record
  - COPY of your Passport Identification Page(s)
    - Passport page(s) must show your name, photograph, date of birth, passport expiration and/or renewal date
    - Passport must be valid at least 6 months into the future.
□ Copy of all previously issued OPT/CPT I-20s if you had OPT or CPT in the past.
□ The student should ask previous schools for copies of I-20 if he/she does not have the originals.
□ Copy of front and back of any previously issued EAD(s).

*Please allow Three weeks to review and recommend your Pre-completion OPT. An FSA will email you when the I-20 has been issued and is ready for STEP 2.*

➤ **STEP 2**: The student will return to IESC with following items:
   □ 2 U.S. Passport-Style photographs with small envelope.
      o Photos must meet U.S specifications (not taken in home country).
      o The student must write his/her name and I-94 number on back edge of each photo lightly in pen or pencil.
   □ Check for $410.00 payable to "U.S. Department of Homeland Security"
      o Write "For OPT" on the memo line.
   □ Original Completed Form I-765 with original signature.
   □ Completed Form G-1145 - Please download the form at www.uscis.gov.
      o When filing Form I-765 at one of the USCIS Lockbox facilities, you may elect to receive an email and/or text message notifying you that your application has been received. You can complete the Form G-1145 and attach it to the first page of your application.

*At STEP 2, the FSA will assemble the application packet and will immediately hand it over to the student. The original Pre-completion OPT I-20 will also be given to the student. Student will keep the original Pre-completion OPT I-20. Do not mail the original Pre-completion OPT I-20 to USCIS. The FSA’s responsibilities are limited to reviewing the application packet for accuracy. The student is required to mail the Pre-completion OPT Application Packet to the appropriate USCIS Lockbox location.*

**DURATION OF PRE-COMPLETION OPT**
A student may be approved for up to a total of 12 months of OPT, including pre-completion and post-completion. If, for example, a student is approved for 6 months of full-time pre-completion OPT, he/she will only be eligible to apply for 6 months of post-completion OPT after graduation.

**Important!** For every 2 months of part-time pre-completion OPT, 1 month is reduced for Post-completion OPT.

**WHILE ON PRE-COMPLETION OPT**
- Student is expected to maintain F1 status in good standing and eligible to continue attending CSUN.
- Once student receives the EAD card, he/she can start Pre-completion OPT and apply for a Social Security Number if needed. Student must send a scanned copy of the EAD card (front & back) to his/her FSA by college so that it is kept in the student’s file.
- Student is not subject to the OPT unemployment. Student will lose the time requested but there are no other consequences.
- With an approved pre-completion OPT from USCIS, student must work in a job related to his/her field of study and may change employers as long as the employment is related to the student’s field of study.

**TRAVEL OUTSIDE THE U.S.**
There are no additional travel requirements for pre-completion OPT other than the ones already required for an F1 student. An F1 student will travel with a valid passport, valid F-1 visa, and I-20 form with a valid travel signature (not more than one year old).
Pre-Completion OPT Student Acknowledgement. I have read and understand all the information on Pre-completion OPT provided in the Pre-completion OPT Information Guide by the International and Exchange Student Center (IESC) at California State University, Northridge. I understand that I must receive my Pre-completion OPT approval before I begin my paid practical training.

For Government Sponsored students: I understand that I must receive permission from my sponsoring government prior to engaging in Pre-completion OPT.

OPT requested for (choose one):  [ ] Fall  [ ] Winter  [ ] Spring  [ ] Summer

Student Name: ___________________________________________  CSUN ID #: __________________

U.S. Address: ____________________________________________________________  (Street)  (City)  (State)  (Zip)

Email address: ___________________________________________  Phone number: ______________________

Signature of Student: ___________________________________________  Date: ______________________

FOR IESC USE ONLY

___ Verified current U.S. Address
___ Same major / ___ changed major to: __________________________
___ Verified major in PS / SEVIS / Master Roster match
___ Verified grad check filed (when applicable)
___ Verified unofficial transcript in PS
___ No other negative service indicators in PS
___ If Government Sponsor student, notify Government sponsor via email
___ Passport valid 6 months into future (expires __________)
___ needs passport renewal
___ passport renewal copy received ___________
___ I-20 valid (expires _________)
___ Change DSO Name on PS I-20
___ Add Pre OPT in PS
___ Add Pre OPT in SEVIS, Print I-20 and SEVIS BIO
___ Update Stu Summary Sheet
___ Emailed student the application deadline and to come for STEP 2.
other: ___________________________________________________

Pre OPT Docs were reviewed by (FSA Name): ____________________
Date that FSA entered the Pre OPT recommendation in SEVIS: ____________________