The University of Tulsa
International Student Services

Optional Practical Training (OPT)
Optional practical training is temporary employment authorization related to an F-1 student's academic program. Its purpose is to provide authorization to obtain employment experience in the field of study, and to complement a completed degree. F-1 students qualify for 12 months of OPT at each higher degree level.

OPT Eligibility Requirements
All OPT employment must be directly related to the major field of study on the I-20. You may be authorized for an initial period of 12 months of OPT. **Science, Engineering, Math, and Technology graduates** must be employed in their degree field by a US employer **who is enrolled in the E-Verify program** and may apply for an additional 17 months of OPT for a total of 29 months. Extension applicants must have successfully completed a degree in one of the designated degree Program list immediately prior to the OPT. Check to verify your degree is listed at: **http://www.ice.gov/sevis/stemlist.htm**

17 month extensions (Science, Technology, Engineering, & Math)
Your request for an OPT 17 month extension may be filed with USCIS as early as 90 days prior to your current EAD expiration date; however it must be received at the USCIS service center prior to your current EAD expiration date. Work authorization will extend throughout the pending period of the extension request up to 180 days. Graduates are permitted only **ONE** 17-month extension, not an extension following each program level. You must provide the ISS with your contact information including your address and a business or cell phone number.

17 month Extension Application Procedure
It is your responsibility to request an extension. We will not contact you to ask if you want to apply for an extension.

1. Complete Form I-765 (For #16 indicate (c)(3)(c). In #17, provide employer's E-Verify information.
2. Submit a copy of your University of Tulsa diploma, or an official transcript showing that you completed a designated degree.
3. Make 2 copies of each of the following documents:
    a. VALID passport photo page and passport expiration page
    b. Most recent I-94 card (front and back)
    c. Student visa, or prior visa if you entered the US in a status other than F-1
    d. Initial EAD card
4. Obtain 2 photos made to USCIS specification. Instructions can be found at **http://www.uscis.gov/files/article/04_08_02photo_flyer.pdf**. Write your name and I-94 admission number on the back of photos. Do not cut or alter photos.
5. Obtain a check or money order for $380 payable to the U.S. Department of Homeland Security.
6. Provide original employment confirmation letter on company letterhead.

7. Provide SEVIS-required information
    a. Your business email address
    b. Job title/position
    c. Supervisor's name and contact information

8. If you are eligible for a 17 month extension, ISS will issue a new I-20 recommending you for the extension and you can pick it up or we will forward it to you for your signature, if you are not in Tulsa.

9. You will file the new request at the service center with jurisdiction for the area in which you reside. The instructions on where you should file the request are located at **http://www.uscis.gov/files/form/I765instr.pdf**

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