

HOW TO APPLY FOR PRE- COMPLETION OPTIONAL PRACTICAL TRAINING (OPT)

OPT is an opportunity for F-1 international students to gain **work experience related to their academic program**. Students in F-1 status may receive up to one year (12 months) of OPT per degree level. OPT consists of three categories, each requiring separate authorization by USCIS:

1. **Pre-Completion OPT: Takes place during your academic program**
2. Post-Completion OPT: Takes place after the completion of your academic program
3. 24-month STEM Extension: available ONLY to students with degrees in STEM fields who are currently working on Post-Completion OPT for an E-Verify company in a position relating to STEM degree

To review the Pre-Completion OPT Online Training Module apply for Pre-Completion OPT, please access the link below:

<http://www.marshall.edu/iss/preopttraining>

Once you are ready to apply online, please be sure that you indicate which type of OPT you are applying for in your application.

Please allow 3 – 5 business days for processing your application. Once ISS receives all documents, we will review them and issue the I-20 recommending OPT. This will be provided at your final OPT appointment.

You will receive email notification to your Marshall University email to schedule your final OPT appointment. If you do not receive notification in a timely manner, please contact the Office of International Student Services at iss@marshall.edu.

REVIEW THESE 10 EASY STEPS FOR APPLYING FOR OPT

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- Step 1: Review the OPT Training Module slides thoroughly.
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- Step 2: Prepare all necessary documents and review important links.
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- Step 3: Determine how you will apply for OPT: You may apply online or register for an OPT forms session (if applicable).
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- Step 4: Complete the OPT Application & Acknowledgement form on your own or in a forms session.
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- Step 5: Submit OPT documents to iss@marshall.edu
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- Step 6: Wait for an email from the Office of International Student Services
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- Step 7: Receive and sign your TWO new I-20s recommending OPT
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- Step 8: Finalize your OPT application documents
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- Step 9: Mail your OPT application documents to USCIS
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- Step 10: Wait for your EAD card to arrive
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