



OFFICE OF INTERNATIONAL ADMISSIONS AND RECRUITMENT

OPTIONAL PRACTICAL TRAINING (OPT)

An F-1 student may have up to one year of Optional Practical Training (OPT) during which he/she may work either full or part-time before graduation or full-time after graduation. Optional Practical Training is available for 12 months only. Every two (2) months of part-time practical training will count as one (1) month of full time practical training. A student may apply for Optional Practical Training at the following times:

1. During the student's annual vacation if currently enrolled and if intending to resume studies after vacation.
2. While school is in session, but only part-time.
3. After completion of study or graduation.

The practical training must be related to the student's field of study, and the training must be completed by the 14th month after graduation. Practical training is automatically terminated when the student transfers to another school.

REQUIREMENTS

1. Student must have been a full-time student at least one full academic year (9 consecutive months), and must currently be in F-1 status.
2. Student must maintain full-time enrollment during the academic year.
3. Student may not begin working until the EAD (Employment Authorization Document) is issued and may not begin working before the start date noted on the EAD.
4. Once the EAD is issued, the time authorized counts against the 12-month total, whether or not the student finds a job.
5. BCIS will not cancel an EAD once it is issued.

PROCEDURE

Student should bring the following documents, at least 60 days before graduation, to the Office of International Admissions and Recruitment:

- A letter (on College letterhead) from an Academic Advisor confirming the student's eligibility for graduation
- Copy of original Certificate of Eligibility (I-20)
- Completed Form I-765
- \$340.00 Filing Fee (Money Order or Cashier's Check made payable to BCIS)
- Two (2) photos (directions at bottom of page)
- Copy of passport bio page showing expiration date
- Copies of previously-issued EAD's (if any)
- Copy of I-94 (front and back)
- Copy of Social Security Card (if any)

Instructions for Photograph: Effective August 2, 2004, USCIS has changed its requirements for photographs to a standard passport-style photograph.

For more information regarding your eligibility for Optional Practical Training (OPT) at Palm Beach Community College, please contact us.

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