

## **Student Checklist for Optional Practical Training Application**

### **PREPARATION:**

#### **At Least 1 Year Prior to Graduation...**

- Have I completed an assessment to help me determine my strengths or abilities, interests, and work values?
- Have I used the assessment results to help create my career plan and future goals?
- Have I met with a career center advisor or faculty advisor to discuss my future goals and career plan?
- Have I registered on the YCareers electronic job network? Have I submitted an approved resume and cover letter to the Career Center and/or uploaded it into YCareers?
- Have I mapped out a job search strategy?
- Have I identified possible career opportunities that match my major field of study and are "career track" positions that require a college degree?
- Have I actively started my job search?
- Have I attended an OPT information session to learn specifics about the requirements?

The Career Center staff can assist you with these areas of preparation.

NOTE: The active job search for international students should begin no less than 1 full year prior to graduation. This is true for all graduates whether seeking OPT status or not.

### **DO I MEET THE BYU HAWAII REQUIREMENTS FOR OPT APPLICATION?**

- Have I been enrolled in the US for full time studies for at least one full academic year?
- Do I currently hold valid F-1 visa status?
- Am I a student in good standing?
- Do I have a 3.0 or above cumulative GPA?
- Have I filed a career plan, approved resume and cover letter with the Career Center? Have I registered and updated my records in YCAREERS?
- Have I received an offer of employment for a position that directly relates to my major and requires a college degree? Do I have evidence of that offer on official company letterhead to submit with my application packet?

NOTE: Federal guidelines state that the student may not have regained legal status through reentry or been reinstated by immigration within one full academic year of OPT application.

### **APPLICATION PROCESS:**

#### **90-120 Days Prior to Completion of Studies at BYU Hawaii...**

- Have I met with an International Student Services advisor to obtain necessary authorization forms and certify that I meet the criteria established by the United States Customs and Immigration Service (USCIS)?
- Have I obtained clearance signatures from my academic advisor (with certification of cumulative GPA), my department chair and/or faculty advisor, a career center advisor (to certify that job search criteria has been met and position offered meets the qualifications), and an International Student Services advisor (to assist with my USCIS application)?

### **No Earlier Than 90 Days Prior to Completion of Studies at BYU Hawaii...**

- Have I completed the application photo requirements and attached all necessary forms, clearances, and documents to the application, paid my \$175.00 application fee with personal check or money order and submitted the I-765 application to an International Student Services advisor?
- Have I signed the BYU Hawaii "Promise to Return" document?
- Have I mailed my application document to the USCIS office?

NOTE: Application documents must be received by USCIS prior to the date of completion of all academic studies at BYU Hawaii. Immigration regulations do not allow a student to submit an application after study program completion.

### **DURING AND AFTER THE OPT APPLICATION PROCESS:**

- Have I received the Employment Authorization Document (EAD) card from the USCIS?  
**NOTE: You are NOT authorized to begin work until the date specified on the EAD.**
- Have I notified BYU Hawaii of my employer information and personal contact information, including a physical address, mailing address, telephone and email? Federal guidelines require this.  
NOTE: You may submit this information online via a link on the Career Services webpage ([www.byuh.edu/career](http://www.byuh.edu/career)). Please update any changes in address or employment and also upon completion of the OPT.

### **APPEALS:**

Criteria for exception appeals to BYU Hawaii qualifications/requirements:

1. A maximum one page written request for and explanation of need for the exception.
2. Submit all verification documents, request and explanation paper to either the Director of Career Services or the Director of International Students at least two weeks prior to the first Monday of the month (Review Panel meets monthly)