

Pre-Completion Optional Practical Training (OPT) Information & Filing Guidelines

Optional Practical Training (OPT) is temporary employment that is directly related to an F-1 student's major area of study. Eligible students can apply to receive up to 12 months of Post-Completion OPT employment authorization upon completing their degree program. However, all authorized periods of Pre-Completion OPT will be deducted from the available period of Post-Completion OPT.

- Any part-time Pre-Completion OPT (20 hours or less per week) used by a student will be deducted at a 50% rate.
- Any full-time Pre-Completion OPT (more than 20 hours per week) used by a student will be deducted at a 100% rate.

Please carefully review the steps and instructions below before submitting application to U.S. Citizenship and Immigration Services (USCIS):

STEP 1: Students must first request for their Pre-Completion OPT I-20 through MyBruin International [portal](#).

STEP 2: Receive their Pre-Completion OPT I-20 from the Dashew Center.

STEP 3: Go to <https://my.uscis.gov/> and create an USCIS account. Then select "File a form online"

STEP 4: Complete the [I-765 form](#), Application for Employment Authorization with USCIS. The eligibility category for Pre-Completion OPT is **(c)(3)(A)**.

STEP 5: Select option as "Initial permission to accept employment" and complete all the required biographical sections of the I-765 form.

STEP 6: Upload all required documents.

- Valid passport
- I-94 admission record with F-1 status
- Pre-Completion OPT I-20 (all pages including student's signature and date)
- 2 U.S. passport photos size

STEP 7: Pay for I-765 [filing fee](#) to USCIS.

STEP 8: Wait for the approval of Employment Authorization Document (EAD) card from USCIS