Instructions for Post-OPT Application

This on-line service will allow you to fill out the PTA (Practical Training Application) form and to submit your Post-OPT request to the I-Center. After being approved by an I-Center Advisor, you will receive an e-mail to pick up your new endorsed I-20 for Post-OPT from the I-Center. You will send a copy of this new I-20 along with other required documentation to the USCIS.

For more information about the USCIS check list, please check the I-Center website at: http://icenter.stanford.edu/students/current/opt_checklist_uscis.html

Please follow these instructions:
The F-1 Practical Training Application form is available via the Axess portal at http://axess.stanford.edu
Login to AXESS with your SUNet ID and password
Click on “Student” tab as shown below:

At the bottom of the Student page, under Employment subheading you will see the following links:
At this point, you can create a new Practical Training Application request, track the status of your existing application request, or edit and complete your saved application.

When you click on Create Practical Training Application Request, a menu of available F-1 employment types will be displayed.

**Employment Authorization Request**

Student Last Name, First Name

Please select one of the request types, read the instructions and then click on Continue to go to the Employment Request Form. Click on Back to go back to Student Center.

I am requesting..

- Curricular Practical Training
- Pre-Completion OPT
- Post-Completion OPT
- STEM Extension OPT

I attest that:

1. I have been maintaining valid F-1 status.
2. I have been enrolled full-time for at least one full academic year.
3. I have petitioned to graduate in Axess.
4. I understand that if I fail to graduate, I need to contact the I-Center immediately and request an I-20 extension prior to the end date of the current I-20.
5. I haven't exceeded 12 months of full time CPT or OPT for the same degree level.
6. I do not have any other active degree program.
7. I understand that I may only work after receiving my Employment Authorization Document (EAD card) from USCIS and for the dates specified on the EAD card.
8. I understand that I can't keep working on-campus after graduation without a valid EAD card.
9. I understand that I must work at least 20 hours per week in my field of study.
10. I understand that I can only accrue up to 90 days of unemployment from the start date on EAD card.
11. I understand that I need to report any change in name, employment (including loss of employment), address, and visa status within 10 days of occurrence.
12. I understand that if I transfer to another school or start a new degree program, I will forfeit my OPT.

I agree to the above

As soon as you select the type of Employment Authorization Request, a list of Student Eligibility Conditions will be displayed for the selected employment type. Please read it carefully. If you are qualified, check the “I agree to the above” box before clicking on the Continue button.

The PTA form will then be displayed. The information to be provided in each section is described in the following pages.
At the creation of the PTA, (Practical Training Application), the Transaction Status will be New, and the Transaction ID number will be: “00000000”. A transaction ID will be generated automatically by the system as soon as the PTA form is saved or submitted.

Please use this Transaction ID number in all your application follow-ups with the I-Center.

**Note:**
You need to apply for graduation before you submit your PTA form on-line. Otherwise you will receive the following error message: You cannot request Post-OPT without applying for graduation.

The PTA form opens with the Requestor’s EmplID, Last name, First name, I-20 start and end dates, and SEVIS ID number auto populated in the “Person Details” section:

Your Stanford primary e-mail address is auto populated in the Email ID field, but you can edit it if needed.

Your academic information will auto populate from your I-20 in “Education Details” box:
All your Active Academic Programs in the University system will appear in the Academic Program field. You will be able to choose the program which is related to your work during the Post-OPT period.

In the Training Details section, you will be asked to enter the employment start and end dates (required fields):

The Employment Code is always “Full Time” for Post-OPT.

**Note:**
The earliest OPT Start date is the day after your degree conferral date, and the latest Start date is the last date of the grace period which is 60 days after this degree conferral date.

You do not need to enter the Employer Details section if the employer is unknown at the time of the Application:
Note:
As soon as you know your employer information, you must submit the **Employer Information** form to the I-Center. This reporting requirement can be found at:

http://icenter.stanford.edu/students/current/post_opt.html – reporting

A list of your previously endorsed employment will be displayed in the **Previously authorized employment for practical **section as shown below:

If you have any previous Practical Training (i.e. from another school) that is not indicated in this section, please enter the missing Practical Training in the **Comment** section at the bottom of this form. At this point you will have the option of either **SUBMITTING** the request or **SAVING** it to continue later.

You will also be able to add additional information / comments for the I-Center advisor in the **Comment** section. (If needed) Finally, you have to check the box to certify that the entered information is correct before clicking on the **Submit** button:

**Comment**

I certify that the above information is correct, and I understand the Stanford policy regarding the **Assistantship/Fellowship restriction** if applicable.

NOTE: Once the application is submitted, you cannot change the data. If you need to cancel or revise the Application, please contact the I-Center advisor at internationalsstudents@stanford.edu. Please include your transaction # in the subject line.

**Back** **Save** **Submit**

Note:
**Back**: All information on the current page will be erased and you will be directed to the previous page.
**Save**: You will save the current version of your Application as a draft that you can review and amend later before submitting your request.
**Submit**: Your request is complete and is sent to your advisor for his/her approval. You will not be able to modify your application any more.