



Optional Practical Training (OPT) Regulations¹

Qualification:*

1. Must complete your major or course of study
2. Overall GPA of 3.0 or above for both Undergraduate and Graduate level
3. No record of probation or academic warning (*Catalog*, p. 24)
 - No record of failure to register the prescribed period
 - No record of violation of school regulations governing discipline and misconduct
 - No record of failure to meet all requirements of completion of the studies

Documents & Fees Needed:

1. GCU OPT Application signed by the applicant & Dean of the School
2. Employment Contract signed by the employer on letterhead
3. Official Transcript
4. Copy of Passport (front)
5. Copy of I-94
6. Signed I-20
7. 2 pictures
8. USCIS I-765 Filing Fee \$410.00
9. USCIS I-765 Application & Processing Fee \$500.00

Procedures:

1. Upon graduation confirmation by your Dean of the School, submit all above documents and fees to the Office of Admissions**
2. PDSO will issue a new I-20 with recommendation and submit the Form I-765 with the fee on your behalf to the USCIS
3. Upon approval of your Form I-765, USCIS will send you a Form I-766, "Employment Authorization Document (EAD)"
4. Start working after you receive the EAD
5. You should send your tax report every three months to GCU

*Pre-Completion OPT ... 20 or less hours per week
Post-Completion OPT ... full- or part-time

** No OPT application will be accepted in December.

¹As of June 2nd, 2017; Revised and Authorized by PDSO