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General Information

Practical training is the only type of work permission available to M-1 students. It allows students to get on-the-job training that is not available in their home country. Eligible students may have up to six months of practical training after they complete their program.

While a principal/designated school official (P/DSO) recommends practical training in SEVIS, it is the student who must apply for the work permit with the U.S. Citizenship and Immigration Service (USCIS), using the Form I-765 (Application for Employment Authorization). If the practical training is approved, USCIS will issue an Employment Authorization Document (EAD). The student must have the EAD before starting work.



Regulations

Complex rules and guidance apply to practical training. Any practical training requests entered into SEVIS must comply with federal regulations. P/DSOs must understand the following regulations:



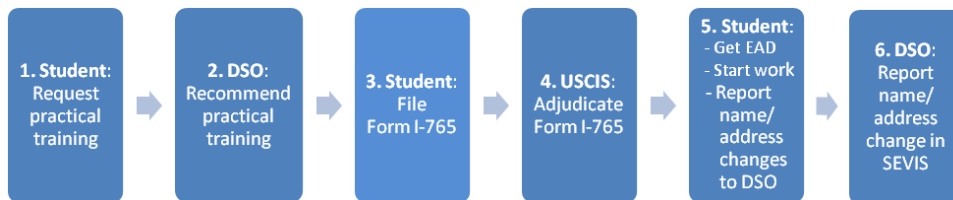
- [8 Code of Federal Regulations \(CFR\) 214.2\(m\)\(13\)-\(14\)](#)
- [8 CFR 274a.12\(C\)\(6\)](#)

Practical Training Request Statuses

The table below lists the statuses used to identify the stages of practical training requests in SEVIS:

Status	Status Meaning in SEVIS
Requested	DSO requested practical training in SEVIS on behalf of the student, but USCIS has not yet received the Application for Employment Authorization (Form I-765).
Pending	USCIS has received the Form I-765.
Approved	USCIS has approved the Form I-765.
Denied	USCIS has denied the Form I-765.
Canceled	DSO has canceled the practical training request in SEVIS.
Withdrawn	USCIS approved the student's request to withdraw the Form I-765.



Practical Training Process at a Glance



The practical training application process involves many players and several steps:

Step	User Actions
1.	Student follows school processes to submit a practical training request to the DSO.
2.	<ul style="list-style-type: none"> • DSO confirms eligibility, enters the request in SEVIS, and prints the Form I-20 with the practical training recommendation.



Step	User Actions
	<ul style="list-style-type: none">• DSO signs page one of the Form I-20.• SEVIS immediately changes the status of the practical training request to Requested. <p>Note: Any practical training status updates to SEVIS are automatic and require no action on the part of the DSO.</p>
3.	<p>Required paperwork:</p> <ul style="list-style-type: none">• Student signs page one of the Form I-20.• Student completes an Application for Employment Authorization (Form I-765). The Form I-765 and supporting documents must be received by USCIS. <p> The Form I-765 is available on the USCIS website http://www.uscis.gov/I-765. The instructions for the Form I-765 detail:</p> <ul style="list-style-type: none">• Who may file Form I-765?• Where to file the form?• What is the filing fee?• What supporting documents are needed? <p>The USCIS definition of filed is defined in regulation 8 CFR 103.2(a) (1).</p>
4.	<ul style="list-style-type: none">• Upon receipt of the Form I-765, USCIS issues a Receipt Notice (Form I-797) that contains the receipt number assigned to the case. It is mailed to the address entered on the Form I-765. <p> The status of a case can be tracked on the USCIS website.</p> <ul style="list-style-type: none">• Through an interface with USCIS, the status of the practical training request in SEVIS changes to Pending.• If USCIS needs more information, the student will receive a Request For Evidence, which states what information is needed and the deadline for submitting it. The student must respond by the deadline.• USCIS then makes a decision on the application:<ul style="list-style-type: none">○ If the application is approved, USCIS issues an EAD and the practical training Request status in SEVIS changes to Approved.○ If the Form I-765 is denied, the practical training Request status in SEVIS changes to Denied.
5.	<p>The student receives the EAD and can begin work.</p> <p>Note: While on practical training, the student must report to the DSO within 10</p>



Step	User Actions
	days any changes in the student's name or address.
6.	The DSO updates SEVIS within 21 days of the change with any changes in student information. If the student reports employer information changes, the DSO should report it in SEVIS.

Key Dates

DSOs must be mindful of several key dates when entering practical training in SEVIS.

90 Days before Program End Date	Program End Date	Day after Program End Date	30 days after Program End Date	6 months after Program End Date
<ul style="list-style-type: none"> •Earliest date SEVIS allows P/DSO to request M-1 practical training •Earliest date that Form I-765 may be submitted to USCIS for practical training 	<ul style="list-style-type: none"> •Last date for P/DSO to recommend M-1 practical training in SEVIS •Last date for USCIS to receive Form I-765 	<ul style="list-style-type: none"> •Earliest possible requested start date for practical training 	<ul style="list-style-type: none"> •Last possible requested start date for practical training 	<ul style="list-style-type: none"> •Latest possible requested end date for post-completion practical training, if student is eligible for the maximum period of M-1 practical training.

M-1 practical training applications can be difficult, because the M-1 period of stay must be sufficient to cover the amount of practical training requested.



Include in "Student Remarks" if the student is filing a Form I-539 for the OPT period or if they are not filing and the reason.



M-1 students, who need an extension of their Form I-20 to engage in practical training, may need to file two applications with USCIS:

1. An Application for Employment Authorization (Form I-765)
 - a. Filing fee
 - b. Form I-20 with practical training recommendation
 - c. Supporting documentation specified by USCIS
2. An Application to Extend Nonimmigrant Status (Form I-539)
 - a. Filing fee
 - b. Form I-20 with practical training recommendation
 - c. Supporting documentation specified by USCIS

Go to the [USCIS website](#) for the forms, fees, and specific instructions. Also check USCIS processing times.



If...	The Student Files:
<p>The student's "Admit until date" (shown on the Form I-94) is:</p> <ul style="list-style-type: none"> • Later than the student's program end date AND • Allows enough time for the student to finish the requested practical training 	<p>Form I-765, filing fee, and supporting documents</p>
<p>The student's "Admit until date" (shown on the Form I-94) does not cover the requested period of practical training</p>	<ul style="list-style-type: none"> • Form I-765, filing fee, and supporting documents • Form I-539, filing fee, and supporting documents



Timing is everything. SEVIS displays the links for practical training 90 days before program end date in SEVIS.



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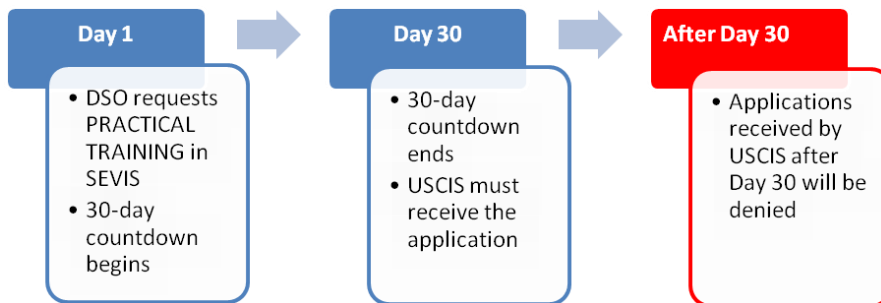
Length of Practical Training Available for a Student

M-1 students are eligible for one month of post-completion practical training for every four months of full-time study, up to a maximum of six months of practical training.

Months of Study	Months of PRACTICAL TRAINING Available
4	1
8	2
12	3
16	4
20	5
24 through 30	6



Student's Form I-765 Filing Deadlines Once DSO Requests Practical Training in SEVIS



DSOs should cancel the practical training request in SEVIS, if the student does not file a Form I-765 with USCIS. The student's SEVIS record remains in Active status, if the practical training request remains in Recommended or Pending status with USCIS.



If a DSO cancels a practical training request, any associated extension request should be:

- Canceled, if it has not been mailed to USCIS.
- Withdrawn by the student, if the Form I-539 has been mailed to USCIS.

The student must immediately leave the United States if:

- The practical training request is canceled or denied AND
- The student's "Admit Until" date on the Form I-94 is in past.

Recommend Practical Training in SEVIS

To recommend practical training:

1. Navigate to the *Student Information* page.
2. Click **OPT Request**. The *OPT Employment* page opens.



M-1 Student
Doe, John

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies
Start Date: 11/26/2014 End Date: 11/25/2015

Status: **ACTIVE**
SEVIS ID: **N0004705574**

Prior to recommending Optional Practical Training (OPT), you must ensure that the training complies with the rules governing OPT. You must also ensure that the student is aware of his/her obligation to report changes in employment information (to include periods of unemployment) and changes in his/her address. The school must continue to maintain records on the student for the full period of OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f) (10) to (f)(13) and 214.2(m)(14). The CFR has been amended and the sections relevant to OPT are available at www.ice.gov/sevis (the SEVP Website).

OPT Employment

New OPT Request

Return Print I-20

(ALT Text: Screenshot of OPT Employment page.)

3. Click **New OPT Request**. The *Add OPT Employment* page opens.

M-1 Student
Doe, John

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies
Start Date: 11/26/2014 End Date: 11/25/2015

Status: **ACTIVE**
SEVIS ID: **N0004705574**

Add OPT Employment

SEVP School for Advanced SEVIS Studies
John Doe

Required fields are marked with an asterisk (*).

Employment Information

Full Time / Part Time *

Full Time: more than 20 hours/week
 Part Time: 20 or less hours/week

Start Date * End Date *

Student Remarks
Max 1000 characters (1000 remaining)

Employment Remarks
Max 250 characters (250 remaining)

Save Cancel

(ALT Text: Screenshot of Add OPT Employment Page)



4. Enter information relevant to the OPT authorization:

Field	Description
* Full Time/Part Time	Click the Full Time radio button. Note: Part Time is not an option for M-1 practical training.
* Start Date	Enter the requested date that practical training employment authorization starts. Note: This date must be after the course of study ends. It cannot be more than 30 days after the end date for the course of study. Format: MM/DD/YYYY
* End Date	Enter the date the employment authorization is to end. Note: This date cannot be more than six months after the end date for the course of study. Format: MM/DD/YYYY
Student Remarks	Enter or update remarks regarding the student. Note: Comments entered here overwrite any existing remarks that print in the Remarks field on Page 1 of the Form I-20. Field size: 1000-character limit.
Employment Remarks	Enter any applicable remarks about the student's employment. Note: These remarks do not print on the Form I-20. Field size: 250-character limit.

5. Review the information. Click either **Save** or **Cancel**:

- **Save:** Submits the practical training request. A message indicates that the update was successful.

Update Successful

Submitted change(s) require adjudication. Please print I-20 and send it with the appropriate documentation to the Service Center.

(ALT Text: Screenshot of Update Successful page.)



Click either **Print I-20** or **Return Employment List**:

- **Print I-20:** Prints the Form I-20 with the practical training recommendation.
 - Sign page one of the Form I-20, and give the printed Form I-20 to the student.
 - Student must sign page one of the Form I-20 and submit it to USCIS with the Form I-765 and supporting documents.
- **Return Employment List:** Returns the user to the *OPT Employment* page. The newly added practical training employment will be on the list.

M-1 Student
Doe, John

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies
Start Date: 11/26/2014 End Date: 11/25/2015

Status: **ACTIVE**
SEVIS ID: **N0004705574**

Prior to recommending Optional Practical Training (OPT), you must ensure that the training complies with the rules governing OPT. You must also ensure that the student is aware of his/her obligation to report changes in employment information (to include periods of unemployment) and changes in his/her address. The school must continue to maintain records on the student for the full period of OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f)(10) to (f)(13) and 214.2(m)(14). The CFR has been amended and the sections relevant to OPT are available at www.ice.gov/sevis (the SEVP Website).

OPT Employment

[New OPT Request](#)

FULL TIME	Status	Receipt Number	View	Edit	Cancel Request
	REQUESTED				

OPT AUTHORIZATION DATES

OPT Dates	Start	End
DSO Recommended	01/01/2016	06/29/2016
USCIS Approved		
Actual		

Employers

[Add Employer](#)

No employers found
To add an employer, click on the button Add above

[Return](#) [Print I-20](#)

(*ALT Text: Screenshot of OPT Employment page with requested practical training employment added.*)

- **Cancel:** Cancels the action and returns the user to the *Student Information* page.
6. Review the information on the *OPT Employment* page. To make changes to the existing practical training request, click [Edit](#).
 7. Click either:
 - **Print I-20:** Prints the Form I-20.
 - **Return:** Returns the user to the *Student Information* page.



Edit Practical Training Request

Practical training information can be edited depending on the status of the request:

Request Status	Editable Fields
Requested	<ul style="list-style-type: none">• Full-time/Part-time• Employer Name• Employer Address• Explanation for relationship to course work• Fulfillment of 1-year requirement• Employment Remarks• Student Remarks
Pending	<ul style="list-style-type: none">• Full-time/Part-time• Employer Name• Employer Address• Explanation for relationship to course work• Fulfillment of 1-year requirement• Employment Remarks• Student Remarks
Approved	<ul style="list-style-type: none">• Employer Name• Employer Address• Explanation for relationship to course work• Employment Remarks• Student Remarks

To edit a practical training request:

1. Click **OPT Request** on the *Student Information* page. The *OPT Employment* page opens.



M-1 Student
Doe, John

SEVP School for Advanced SEVIS Studies - SEVP School for
Advanced SEVIS Studies
Start Date: 11/26/2014 End Date: 11/25/2015

Status: **ACTIVE**
SEVIS ID: **N0004705574**

Prior to recommending Optional Practical Training (OPT), you must ensure that the training complies with the rules governing OPT. You must also ensure that the student is aware of his/her obligation to report changes in employment information (to include periods of unemployment) and changes in his/her address. The school must continue to maintain records on the student for the full period of OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f)(10) to (f)(13) and 214.2(m)(14). The CFR has been amended and the sections relevant to OPT are available at www.ice.gov/sevis (the SEVP Website).

OPT Employment

[New OPT Request](#)

FULL TIME	Status	Receipt Number	View	Edit	Cancel Request
	REQUESTED				

OPT AUTHORIZATION DATES

OPT Dates	Start	End
DSO Recommended	12/15/2015	02/15/2016
USCIS Approved		
Actual		

Employers [Add Employer](#)

No employers found
To add an employer, click on the button Add above

[Return](#) [Print I-20](#)

(ALT Text: OPT Employment page listing existing practical training request with the Edit button circled.)

2. Click **Edit** to the right of the practical training segment to be edited. The *Edit OPT Employment* page opens.



M-1 Student SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies
Doe, John Status: **ACTIVE**
SEVIS ID: **N0004705574**

Start Date: 11/26/2014 End Date: 11/25/2015

Edit OPT Employment

SEVP School for Advanced SEVIS Studies
John Doe

Required fields are marked with an asterisk (*).

Employment Information

Full Time / Part Time *

Full Time: more than 20 hours/week
 Part Time: 20 or less hours/week

Student Remarks

Max 1000 characters (917 remaining)

Employment Remarks

Max 250 characters (250 remaining)

(ALT Text: Screenshot of OPT Employment page.)

3. Make any necessary edits:

Field	Description
* Full Time/Part Time	Click the Full Time radio button. Note: Part Time is not an option for M-1 practical training.
Student Remarks	Enter or update remarks regarding the student. Note: Comments entered here overwrite any existing remarks that print in the Remarks field on Page 1 of the Form I-20. Field size: 1000-character limit.
Employment Remarks	Enter any applicable remarks about the student's employment. Note: These remarks do not print on the Form I-20. Field size: 250-character limit.

4. Click either **Save** or **Cancel**:



- **Save:** Updates this employment request in the student's record. A message indicates if the edit was successful. Click either **Print the updated Form I-20** or **Return to Employment List**:
 - Click **Print the updated Form I-20**, which prints the form.
 - Sign page one of the Form I-20, and give the printed Form I-20 to the student.
 - Student must sign page one of the Form I-20 and submit it to USCIS with the Form I-765 and supporting documents.
 - Click **Return to Employment List** to return to the *OPT Employment* page.
- **Cancel:** Returns the user to the *OPT Employment* page without updating the employment segment.

Cancel/Withdraw Practical Training Request in SEVIS

A practical training request can be cancelled in SEVIS **ONLY** if the request status is Requested status.

Practical Training Request Status in SEVIS = Requested

- P/DSO can cancel practical training in practical training Request status changes to Canceled.
- Do not cancel the practical training request, if the student has mailed the Form I-765 to USCIS.

Practical Training Request Status in SEVIS = Pending

- P/DSO cannot cancel the practical training request in SEVIS.
- Student must write USCIS to request withdrawal of the Form I-765.
- After processing by USCIS, practical training request status in SEVIS changes to Withdrawn.

Note: Any request in Requested status longer than 180 days is automatically canceled by SEVIS.

Cancel Practical Training Request in SEVIS

To cancel a practical training request:

1. Navigate to the *Student Information* page.
2. Click **OPT Request** from the *Student Information* page. The *OPT Employment* page opens.



M-1 Student
Chapelle, Lucia

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies
Start Date: 11/01/2014 End Date: 10/31/2015

Status: **ACTIVE**
SEVIS ID: N0004713089

Prior to recommending Optional Practical Training (OPT), you must ensure that the training complies with the rules governing OPT. You must also ensure that the student is aware of his/her obligation to report changes in employment information (to include periods of unemployment) and changes in his/her address. The school must continue to maintain records on the student for the full period of OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f)(10) to (f)(13). The CFR has been amended and the sections relevant to OPT are available at www.ice.gov/sevis (the SEVP Website).

OPT Employment

New OPT Request

FULL TIME	Status	Receipt Number	View	Edit	Cancel Request
	REQUESTED				

OPT AUTHORIZATION DATES

OPT Dates	Start	End
DSO Recommended	12/01/2015	04/30/2016
USCIS Approved		
Actual		

Employers

No employers found
To add an employer, click on the button Add above

Add Employer

Return Print I-20

(ALT Text: Screenshot of OPT Employment page with Cancel Request button circled.)

3. Click **Cancel Request**. A *Confirm Cancellation of Request* page opens.

Confirm Cancellation of Request

If the application and supporting documentation for this request have already been sent to the Service Center, do not cancel this request in SEVIS. Please contact the Service Center directly to have the application withdrawn. Do you want to continue?

Yes No

(ALT Text: Screenshot of Confirm Cancellation of Request page.)

4. Click either **Yes** or **No**:
 - **Yes:** Cancels the practical training request. A message verifies that the update was successful.
 - Click **Return to View Record** to return to the *Student Information* page.
 - The student's practical training status in the Student Requests section updates to Canceled.
 - **No:** Returns the user to the *OPT Employment* page without canceling the practical training request.



If a DSO cancels a practical training request, any associated extension request should be:

- Canceled, if it has not been mailed to USCIS.
- Withdrawn by the student, if the Form I-539 has been mailed to USCIS.

The student must immediately leave the United States if:

- The practical training request is canceled, withdrawn, or denied AND
- The student's "Admit Until" date on the Form I-94 is in past.

Withdraw Practical Training Request with USCIS

Once a practical training request status changes to Pending, the student must write USCIS to withdraw the practical training application. The request must:

- Be sent to the USCIS Service Center processing the application. The address is on the USCIS-issued Receipt Notice sent to the student.
- Include the receipt number USCIS assigned the case when it was filed. If the practical training request has been approved, the EAD should also be returned.



If a student withdraws a practical training request, any associated extension request should also be withdrawn.

The student must immediately leave the United States if:

- The practical training request is canceled, withdrawn, or denied AND
- The student's "Admit Until" date on the Form I-94 is in past.

Report Practical Training Participation

While on practical training, a student is required to report to their DSO any change in their:

- Legal name
- U.S. home address while on practical training

DSOs update SEVIS to reflect the changes.



- [8 CFR 214.3\(g\)\(2\)](#)
- [8 CFR 214.2\(m\)\(18\)](#)



M-1 Practical Training SEVIS User Guide

M-1 students are not required to report their employment while on practical training. However, if a student does report employer information, the DSO should enter it into SEVIS.

Comment [HR1]: In help hub and in manual, link to new Add, Edit, Delete OPT Employer topic.

Periods of Unemployment

M-1 regulations do not provide for any periods of unemployment.

Correcting Practical Training Data: Correction Requests and Data Fixes

If SEVIS does not match the status of the student’s application filed with USCIS, DSOs can ask to have the record corrected. There are two ways to correct data in a student record:

Scenario	Solution
Information about the underlying practical training request is not accurate. For example, the status of the request is incorrect or the practical training dates in SEVIS do not match USCIS’ approved dates.	DSO submits a “Request Change to Student Request” correction request. This requires SEVP review and approval.
Employer information is not accurate.	DSOs can add, edit, or delete employer information for up to 60 days after the Actual Practical Training end date. If it is later than that, a Help Ticket is required
Any other change.	Call the SEVIS Help Desk (1-800-892-4829) to open a Help Ticket.

Comment [HNR2]: In manual and in SEVIS Help Hub, link to Correction Request: Change to Student Request topic

Comment [HNR3]: In manual and on SEVIS Help Hub, link to Add, Edit, Delete OPT Employer topic

Icon Guide

See the [SEVIS Help Icons](#) on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

Date	Revision Summary
November 6, 2015	Initial Release