OPT F-1 STUDENTS

Office of International Programs

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Optional Practical Training (OPT)

- What is OPT?
- OPT Facts
- STEM Extension OPT
- Applying for OPT
- OPT Reporting & Travel Requirements

What is OPT?

- Optional practical training is temporary employment authorization by US Citizenship and Immigration Services (USCIS) that allows F-1 students to gain practical work experience (on- or off-campus) by applying their academic knowledge to a position directly related to their area of study.

- Pre-Completion
- Post-Completion OPT: 12 Months
- Available to all majors
- Students in certain area of study may be eligible for a 24 month extension near the end of the 12 month period.

OPT Facts

- To be eligible, you must have completed at least one full academic year of study (fall and spring semesters only)
- Post-completion OPT is granted to students who will work AFTER graduation/degree completion.
- You should apply for OPT BEFORE you graduate/finish coursework
- The earliest you can apply for post-completion OPT is 90 days before your graduation or completion date.
- **You do not need to have a job to apply for OPT**

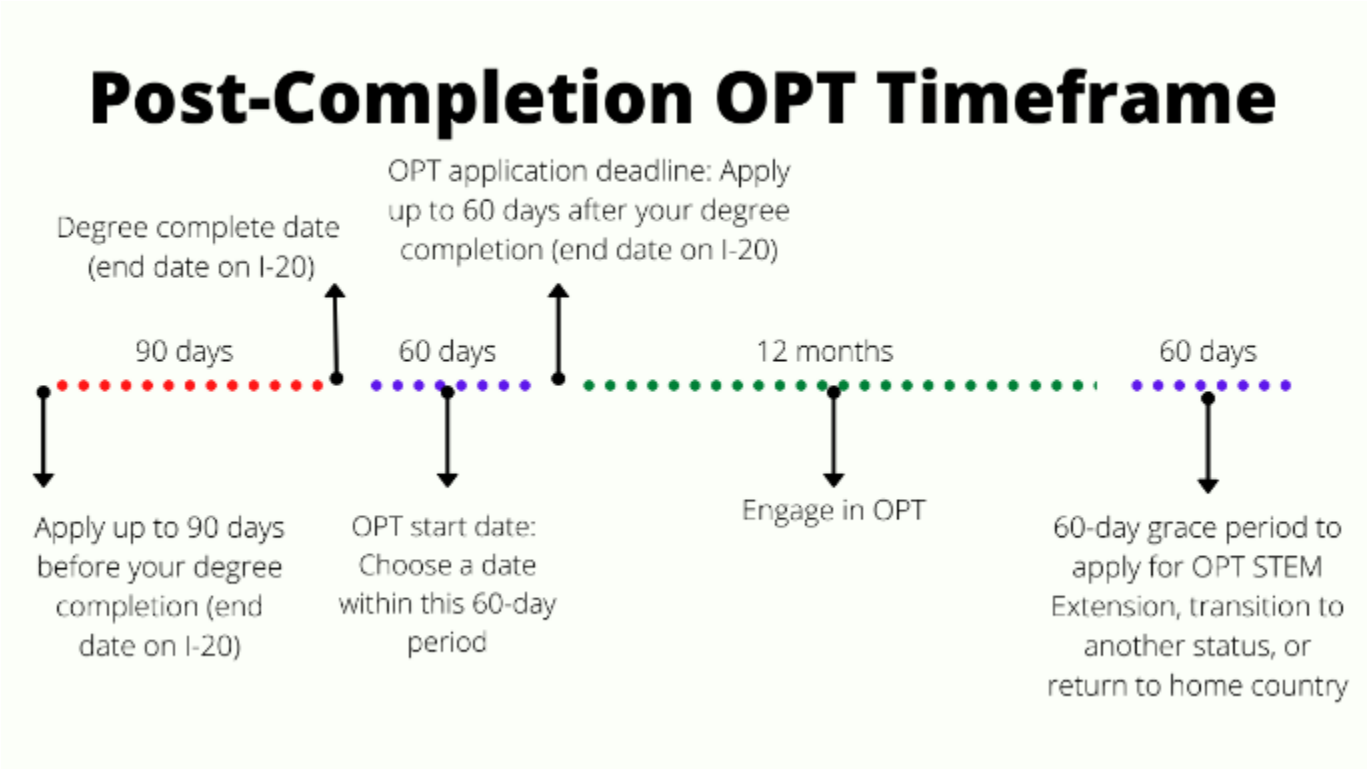
OPT Facts, continued

- Have not engaged in a full-time Curricular Practical Training (CPT) for over 12 months at the same educational level.
- You are only eligible for 12 months of full-time OPT for each higher degree level earned. The 12 months begin with the start date on the EAD card.
- **MUST work in a position directly related to your field of study**
- You choose the date you wish to begin working.
- Start date MUST be within 60 days of graduation

OPT: Post-Completion, continued

- Can begin immediately after the program completion date but no later than two months (within 60 days), following program completion.
- Application must be received by USCIS within 60 days after program completion.
- If your OPT is approved you will be issued an EAD card, which you must have BEFORE you begin working.
- Employment must be full-time (20+ per week).
- May not exceed 90 aggregate days of unemployment

Post-completion OPT Time Frame



OPT 24 Month Extension

- Eligibility depends on your area of study and the willingness of the employer to register in a government system called E-Verify.
- Application must be filled prior to the end date on your 12 month OPT card.
- Applicants can continue working with just a receipt notice even after the original OPT card expires.
- Students can only apply for this extension twice.
- Must file a new application, with a new fee.

Unemployment during your OPT period

- 90 day rule (During the initial 12 months)
- 150 Day rule (During the 36 months)

From the start date on your OPT card.

Applying for OPT

- You will need the following documents with you to apply for OPT
  - Complete the I-765 Form
  - Form G-1145, E-Notification of Application/Petition Acceptance
  - Copies of Passport & Visa
  - Copies of I-94
  - Copy of receipt showing the OIP OPT Fee ($75) has been paid.
    - **Authorization Code is OPT**
  - Two passport-regulation photos which are less than 30 days old.
  - Any EAD cards or employment records from previous jobs in the US
  - A personal check, money order, or cashier's check for $410, payable to Department of Homeland Security
  - Photocopy of current I-20 with OPT recommendation from DSO

- Please see OIP for more information on applying for STEM OPT extension. A few additional items are required.

Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 05/31/2020

For USCIS Use Only	Authorization/Extension Valid From _____ / Authorization/Extension Valid Through _____	Fee Stamp	Action Block
	Alien Registration Number A-		
	Remarks		

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).	☐ Select this box if Form G-28 is attached.	Attorney or Accredited Representative USCIS Online Account Number (if any)

► **START HERE - Type or print in black ink.**

Part 1. Reason for Applying

I am applying for (select **only one** box):

1.a. ☐ Initial permission to accept employment.

1.b. ☐ Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.

1.c. ☐ Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Part 2. Information About You

Your Full Legal Name

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6. Additional Information**.

3.a. Family Name (Last Name)

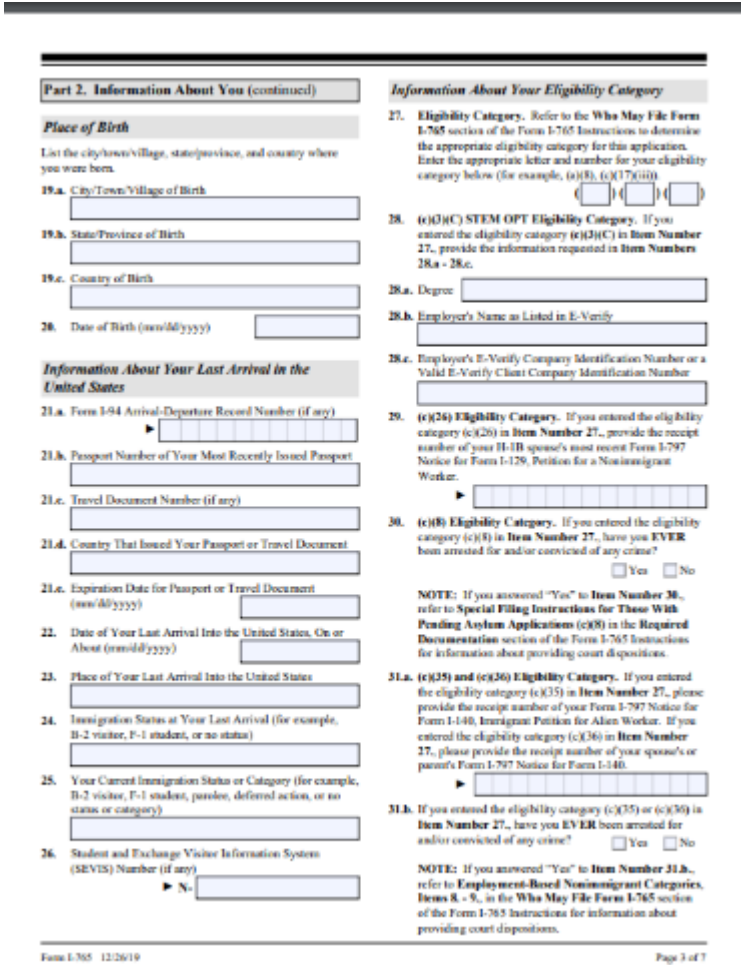
3.b. Given Name (First Name)

3.c. Middle Name

4.a. Family Name (Last Name)

4.b. Given Name (First Name)

4.c. Middle Name



Part 2. Information About You (continued)

Place of Birth

List the city/town/village, state/province, and country where you were born.

19.a. City/Town/Village of Birth

19.b. State/Province of Birth

19.c. Country of Birth

20. Date of Birth (mm/dd/yyyy)

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)

21.b. Passport Number of Your Most Recently Issued Passport

21.c. Travel Document Number (if any)

21.d. Country That Issued Your Passport or Travel Document

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)

23. Place of Your Last Arrival Into the United States

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)

► N-

Information About Your Eligibility Category

27. **Eligibility Category.** Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii))

( ) ( ) ( )

28. **(c)(3)(C) STEM OPT Eligibility Category.** If you entered the eligibility category **(c)(3)(C)** in **Item Number 27.**, provide the information requested in **Item Numbers 28.a - 28.c.**

28.a. Degree

28.b. Employer's Name as Listed in E-Verify

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

29. **(c)(26) Eligibility Category.** If you entered the eligibility category (c)(26) in **Item Number 27.**, provide the receipt number of your H-1B spouse's most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

►

30. **(c)(8) Eligibility Category.** If you entered the eligibility category (c)(8) in **Item Number 27.**, have you **EVER** been arrested for and/or convicted of any crime?

☐ Yes ☐ No

NOTE: If you answered "Yes" to **Item Number 30.**, refer to **Special Filing Instructions for Those With Pending Asylum Applications (c)(8)** in the **Required Documentation** section of the Form I-765 Instructions for information about providing court dispositions.

31.a. **(c)(35) and (c)(36) Eligibility Category.** If you entered the eligibility category (c)(35) in **Item Number 27.**, please provide the receipt number of your Form I-797 Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(36) in **Item Number 27.**, please provide the receipt number of your spouse's or parent's Form I-797 Notice for Form I-140.

►

31.b. If you entered the eligibility category (c)(35) or (c)(36) in **Item Number 27.**, have you **EVER** been arrested for and/or convicted of any crime? ☐ Yes ☐ No

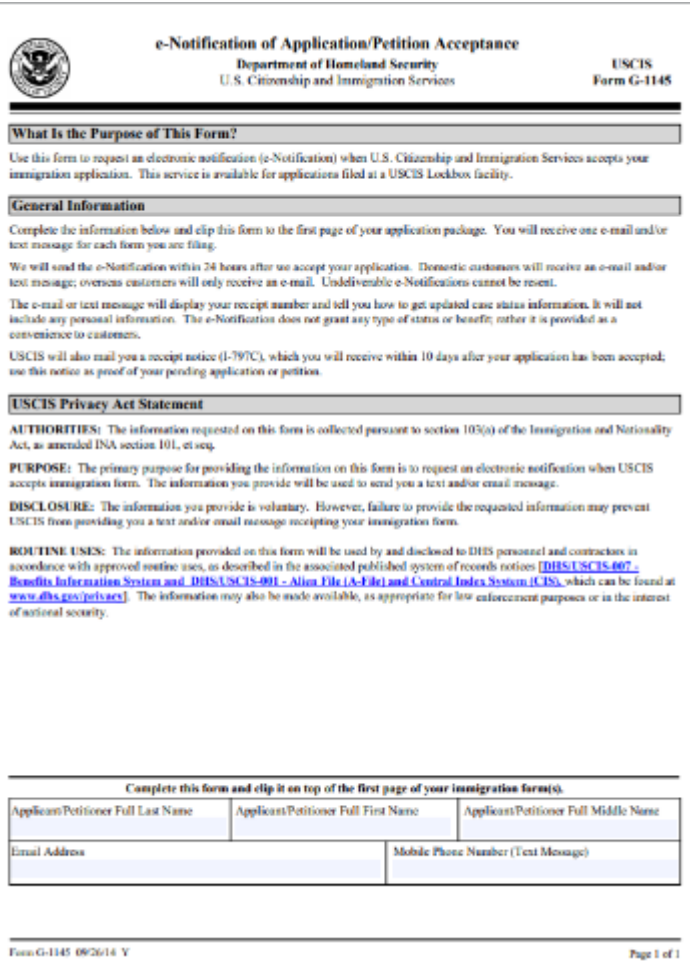
NOTE: If you answered "Yes" to **Item Number 31.b.**, refer to **Employment-Based Nonimmigrant Categories, Items 8. - 9.**, in the **Who May File Form I-765** section of the Form I-765 Instructions for information about providing court dispositions.

Form I-765 12/26/19 Page 3 of 7

(C) (3) (B)

(C) (3) (C) for STEM extensions

G-1145



e-Notification of Application/Petition Acceptance

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form G-1145

What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as *proof* of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receipting your immigration form.

ROUTINE USES: The information provided on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [DHS/USCIS-007 - Benefits Information System and DHS/USCIS-001 - Alien File (A-File) and Central Index System (CIS), which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name

Email Address	Mobile Phone Number (Text Message)

Form G-1145 09/26/14 Y

Page 1 of 1

Applying for OPT, continued

- We will mail your application for you, but if you want, you can mail your application to:
  - USCIS Dallas Lockbox (USPS only)
    PO Box 660867
    Dallas, TX 75266
  - USCIS Dallas Lockbox (courier only, FedEx, DHL, UPS)
    Attn: AOS
    2501 S. State Hwy. 121 Business
    Lewisville, TX 75067
- Recommended to get some sort of tracking for your package.

OPT Receipt Notice

Department of Homeland Security
U.S. Citizenship and Immigration Serv

rm I-797C, Notice of Action

THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.

NOTICE TYPE		NOTICE DATE
Receipt		July 13, 2015
CASE TYPE		USCIS ALIEN NUMBER
I-765, Application for Employment Authorization		
RECEIPT NUMBER	RECEIVED DATE	PAGE
SRC1590392504	July 09, 2015	1 of 1
		DATE OF BIRTH
		April 02, 1990

PAYMENT INFORMATION:

Application/Petition Fee:	$380.00
Biometrics Fee:	$0.00
Total Amount Received:	$380.00
Total Balance Due:	$0.00

NAME AND MAILING ADDRESS

The above case has been received by our office and is in process.

Please verify your personal information listed above and immediately notify the USCIS National Customer Service Center at the phone number listed below if there are any changes.

Please note that if a priority date is printed on this notice, the priority does not reflect earlier retained priority dates.

If you have questions about possible immigration benefits and services, filing information, or USCIS forms, please call the USCIS National Customer Service Center (NCSC) at **1-800-375-5283**. If you are hearing impaired, please call the NCSC TDD at **1-800-767-1833**. Please also refer to the USCIS website: www.uscis.gov.

If you have any questions or comments regarding this notice or the status of your case, please contact our customer service number.

You will be notified separately about any other case you may have filed.

RECEIVED
JUL 20 2015
INTERNATIONAL PROGRAMS

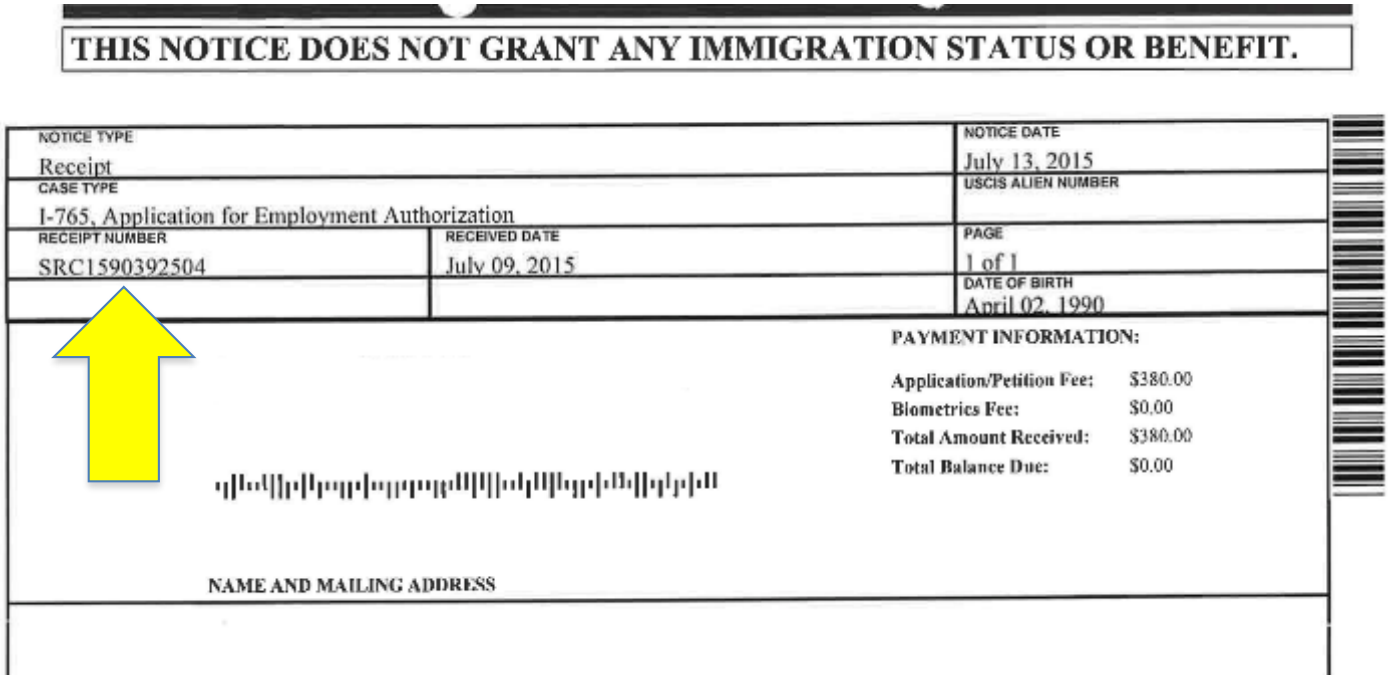
USCIS Office Address:
USCIS
Texas Service Center
P.O. Box 851488
Mesquite, TX 75185-1488

USCIS Customer Service Number:
(800)375-5283

If this is an interview or biometrics appointment notice, please see the back of this notice for important information. Form I-797C 07/11/14 Y

Checking Application Status

Case status on-line available with Receipt Number



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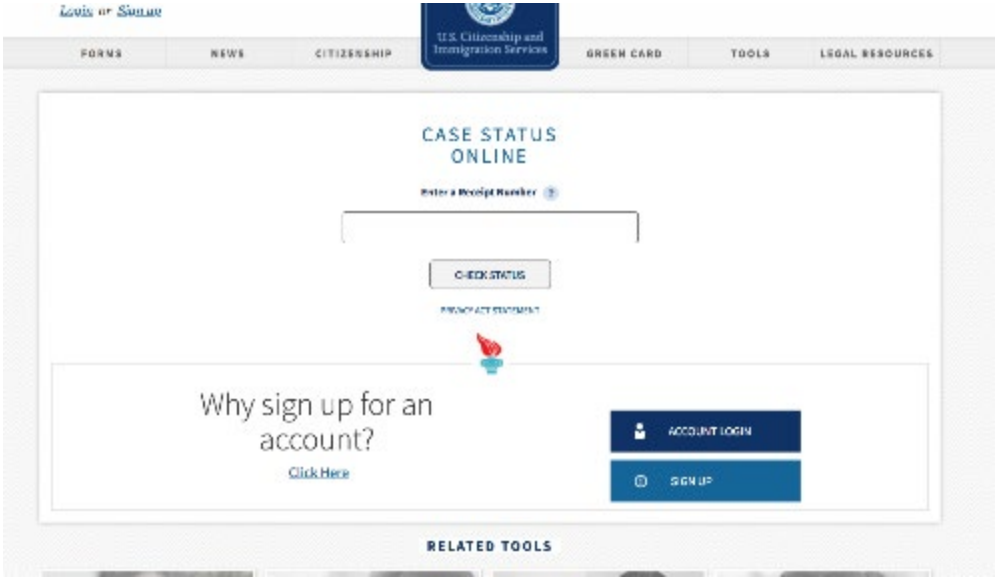
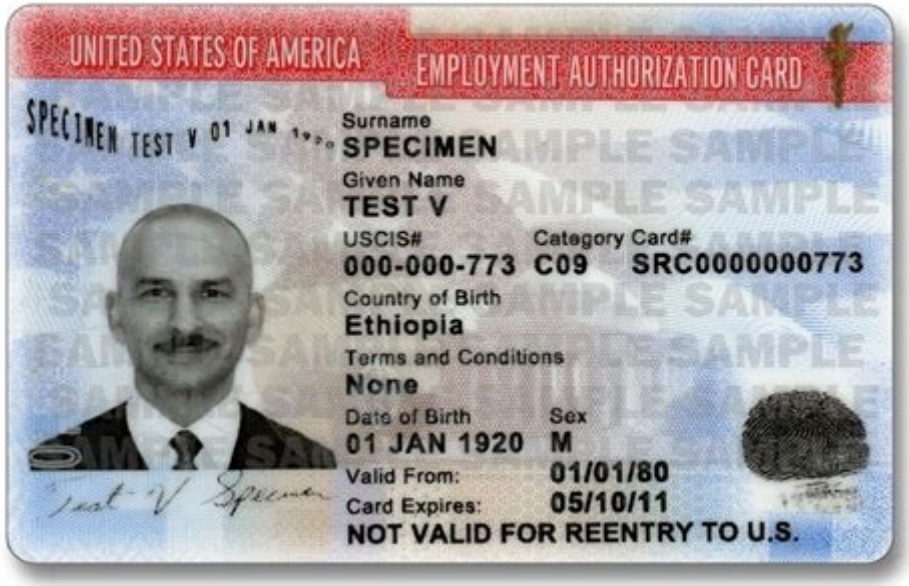
NAME AND MAILING ADDRESS

Tracking your Application

- https://egov.uscis.gov/casestatus/landing.do
- Use your receipt number from your I-797



OPT Card


UNITED STATES OF AMERICA
EMPLOYMENT AUTHORIZATION CARD
SPECIMEN TEST V 01 JAN 1920
Surname
SPECIMEN
Given Name
TEST V
USCIS#
000-000-773
Category
C09
Card#
SRC0000000773
Country of Birth
Ethiopia
Terms and Conditions
None
Date of Birth
01 JAN 1920
Sex
M
Valid From:
01/01/80
Card Expires:
05/10/11
NOT VALID FOR REENTRY TO U.S.

Reporting, Volunteering and Travel Requirements while on OPT

Employer / Volunteer Info

- OPT is NOT restricted to an E-Verified Employer
- Reporting Information
  - Employer Name
  - Employer Address
    - City, State, Zip Code
  - Employer EIN #
  - Starting Date
  - Your title
  - Supervisor's Info
    - Name
    - Phone #
    - E-mail

Volunteering

- USCIS allows volunteering on OPT
- Must still be directly related to your major
- Must be at least 20 hours or more weekly
- Obtain a "*Letter of Commitment/Volunteer*" for your records

Travel During OPT

- While your OPT is **pending**, traveling outside the U.S. is okay. Carry your **OPT receipt** notice along with other immigration documents.
- Once your OPT is approved, a valid **EAD card is required to re-enter the U.S**.

Travel During OPT

- You are still on an F1 Student Visa
- Traveling out of the US is always risky, but if you choose to do so, in order to return to the U.S. you must have
  - Valid Passport (valid at least 6 months beyond entry date)
  - Valid F1 Student Visa
  - I-20 (which has been endorsed for OPT)
  - Valid travel signature (valid for 6 months from date signed)
  - Employment Authorization Document (EAD/OPT card)
  - Letter of Employment (on employer's letterhead, stating your name, job title, brief description of duties, and a general idea of OPT start date; if you have already started, a letter confirming employment and knowledge of your travel plans)
  - 2-3 recent pay stubs
- Dependents must have their own I-20, passport, F2 visa and copy of the F1's I-20, OPT card and employment letter

Questions?