OPT F-1 STUDENTS

Office of International Programs
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.

- 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)
- MUST work in a position directly related to your field of study
- You do not need to have a job before you apply.
- Have not engaged in a full-time Curricular Practical Training (CPT) for over 12 months at the same educational level.
OPT Facts, continued

- You are only eligible for 12 months of full-time OPT for each higher degree level earned.
- Application fee for OPT is $410.
- If your OPT is approved you will be issued an EAD card, which you must have BEFORE you begin working.
OPT: Post-Completion

- Post-completion OPT is granted to students who will work AFTER graduation/degree completion.
- You choose the date you wish to begin working.
  - Start date MUST be within 60 days of graduation
- 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.
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.
- Employment must be full-time (20+ per week).
- May not exceed 90 aggregate days of unemployment.
**Post-completion OPT Time Frame**

- **Apply for OPT**: Apply up to 90 days before completion of degree but no earlier.

- **Start date**: 2 months (60 days) to choose from after completion date.

- **Opt Application Deadline**

- **Engage in OPT (up to 12 or 36 months)**

- **60 day grace period**
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 one time.
- 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 Application 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.
  - 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.
I-765, Application For Employment Authorization

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

For USCIS Use Only

Initial Receipt
Submitted

Action Block
Revised
Received
Sent
Completed

Application Approved
Application Denied - Failed to establish:

Eligibility under 8 CFR 274a.12 (s) or (c)
Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 245.2(b)

Subject to the following conditions:

I am applying for:

Permission to accept employment
Replacement (of lost employment authorization document)
Renewal of my permission to accept employment (attach a copy of your previous employment authorization document)

1. Full Name
   (Family Name) (First Name) (Middle Name)

2. Other Names Used (include Maiden Name)

3. U.S. Mailing Address
   (Street Number and Name) (Apt. Number)
   (City) (State) (ZIP Code)

4. Country of Citizenship or Nationality

5. Place of Birth
   (Town or City) (State/Province) (Country)

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

7. Gender
   Male Female

8. Marital Status
   Married Single Divorced Widowed

9. Social Security Number (Include all numbers you have ever used, if any)

10. Alien Registration Number (A-Number) or Form I-94 Number (if any)

11. Have you ever before applied for employment authorization from USCIS?
   Yes (Complete the following questions.)
   Which USCIS Office? Dates
   Results (Granted or Denied - attach all documentation)
   No (Proceed to Question 12.)

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)

13. Place of Last Entry into the U.S.

14. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

15. Current Immigration Status (Visitor, Student, etc.)

16. Eligibility Category. Go to the "Who May File Form I-765?" section of the instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (d)(5), (e)(17)(ii), etc.

17. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.
   Degree
   Employer's Name as listed in E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

18. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Question 16 above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

Certification

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in Question 16.

Applicant's Signature

Date of Signature (mm/dd/yyyy)

Signature of Person Preparing Form, If Other Than Applicant

I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Preparer's Signature

Date of Signature (mm/dd/yyyy)

Printed Name

Address

Form I-765 02/13/15 Y
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 regarding 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.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 3 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue, NW, Washington, DC 20529-2140. OMB No. 1615-0109. Do not mail your completed Form G-1145 to this address.

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

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<th>Applicant/Petitioner Full First Name</th>
<th>Applicant/Petitioner Full Middle Name</th>
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<td>E-mail Address</td>
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<td>Mobile Phone Number (Text Message)</td>
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Applying for OPT, continued

- You are responsible for mailing your application through the USPS to:
  - USCIS Dallas Lockbox
    PO Box 660867
    Dallas, TX 75266
- Recommended to mail via “Certified Mail”
- You do have the option of filing an online application at [https://efiling.uscis.dhs.gov/efile/](https://efiling.uscis.dhs.gov/efile/). Please ask us for more details or visit [http://www.uscis.gov/e-filing-i-765](http://www.uscis.gov/e-filing-i-765)
OPT Receipt Notice

NOTICE TYPE
Receipt

CASE TYPE
I-765, Application for Employment Authorization

RECEIPT NUMBER
SRC1590392504

NOTICE DATE
July 13, 2015

RECEIVED DATE
July 09, 2015

USCIS ALIEN NUMBER

PAYMENT INFORMATION:
- Application/Petition Fee: $380.00
- Biometrics Fee: $0.00
- Total Amount Due: $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.
Checking Application Status

Case status on-line available with Receipt

THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.

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PAYMENT INFORMATION:

- Application/Petition Fee: $380.00
- Biometrics Fee: $0.00
- Total Amount Received: $380.00
- Total Balance Due: $0.00
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
  - Date Began/Started
  - Date Ended/Stopped
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
OPT Questions?