Optional Practical Training

OPT Application Submission
AGENDA

- Defining OPT & Check Eligibility
- OPT Timeline - When to apply
- Before you apply: STEPS
- OPT Checklist: Overview Application Documents
- Completion of OPT application - What’s next?
- Q&A
- OPT package check/submission
OPT Definition & Eligibility

OPTIONAL PRACTICAL TRAINING-OPT

- Is the opportunity to gain actual employment in the student’s chosen profession for a maximum initial period of twelve (12) months. It must be:
  1. Directly related to the student’s major field of study - no exceptions!
  2. Appropriate for someone having the student’s level of education

F-1 Optional Practical Training (OPT)

Are you eligible? Ask yourself the following questions to see if you might qualify:

✓ Have you been a full-time F-1 student in good standing for at least 1 full academic year?
✓ Are you currently maintaining F-1 status?
✓ Is our proposed work directly related to your major area of study?
Before you apply - STEPS

**Step 1**
- Check eligibility
- Check the OPT Checklist and collect all required documents

**Step 2**
- Select type of OPT (Pre, Post, STEM)
- Calculate Full-Time CPT dates (only for Pre and Post OPT)
- Confirm the Program End Date (Post OPT only)
- Ask the academic advisor to sign the OPT Form

**Step 3**
- Choose OPT dates (Pre and Post only)
- Bring 1 set of copies of all required documents to the Gordon- Zeto Center
- Mail the OPT application package to USCIS timely!
F-1 OPT Timeline

**OPT Timeline**

- **Apply up to 3 months before Graduation Date**
  - Application Window: 90 Days

- **OPT**
  - Ongoing 12-months:
    - If eligible, can file for STEM 17-month extension. Must file before expiration of EAD card.
  - Grace period of 60 days:
    - End date on 12 month EAD card. Last day to work unless granted extension by USCIS.
    - Depart U.S.

- **Grace period of 60 days**
  - To either leave U.S., transfer to another school, or change to another visa category.
I-765 Form
Completing the I-765

Do not write in this block.

<table>
<thead>
<tr>
<th>Remarks</th>
<th>Action Block</th>
<th>Fee Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>A#</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant is filing under §274a.12

Application Approved. Employment Authorization extended (Circle one) (Date).

Subject to the following conditions:
Application Denied.
- Failed to establish eligibility under 8 CFR 274a.12 (a) or (c).
- Failed to establish economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)

I am applying for:
- Permission to accept employment.
- Replacement (of lost employment authorization document).
- Renewal of my permission to accept employment (attach previous employment authorization document).
Return Mailing Address on I-765

- Use the address where you wish your EAD card to be mailed.
- If you are using a friend's address, be sure to use the address style which includes the c/o of your friend's address:
Completing the I-765 Continued

<table>
<thead>
<tr>
<th>Which USCIS Office?</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Results (Granted or Denied - attach all documentation)

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. 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, (a)(8), (c)(17)(m), etc.).

   C (3 ) ( 3 ) (    )

17. 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:  
   Employer’s E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number:  
Completing the I-765 Continued
Personal Check / Money Order

<table>
<thead>
<tr>
<th>Tommy Trojan</th>
<th>Check #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234 Jefferson Blvd., Apt 10</td>
<td>Month/ Day/ Year</td>
</tr>
<tr>
<td>Los Angeles, CA 90007</td>
<td>$380.00</td>
</tr>
<tr>
<td>Pay to the order of: U.S. Department of Homeland Security</td>
<td>The sum of: Three Hundred Eighty dollars and 00/100</td>
</tr>
<tr>
<td>Date of birth: 01/01/80</td>
<td>Dollars</td>
</tr>
<tr>
<td>I-94 #: 431123456 04</td>
<td>Tommy Trojan</td>
</tr>
</tbody>
</table>

For further details regarding Paying Immigration Fees you can check here directly
http://www.uscis.gov/forms/paying-immigration-fees
Photo Requirements

Write your first and last name and I-94 number lightly with a pen or pencil on the back of each photo in case they get separated from your application.

Well-composed Photo Composition Examples

To see a full description of the OPT photos specifications; visit the U.S. Department of State website here:
http://travel.state.gov/content/visas/english/general/photos/photo-composition-template.html#

Please be advised that ISSS is not responsible for any rejections due to incorrect photos.
Required Application Documents

- Copies of all previous I-20’s
  If you are missing one you should compose a support letter to clarify such omission. Email: lbackum@Spelman.edu to request to get a sample letter.

- Copy of Passport Photo Page
  It should be valid at least 6 months in advance-if extension is pending provide proof document of pending application

- Copy of F-1 Visa
  It is Okay if it is expired
  * Include the approval notice if you have changed your status to F-1
I-94 Documents

Copy of I-94 Number
• You can retrieve it here: https://i94.cbp.dhs.gov/I94/request.htm
I-797C Receipt Notice
Check OPT Application Status

1. USCIS Case Status - Online
The simplest way is to go to the USCIS "My Case Status" webpage.

2. USCIS Case Status - Phone
You can call 1-800-375-5283 to check the status of your OPT application.

Note: If you are outside of the U.S., you must call 785-330-1048 to check the status of your case. Please note that there is not live assistance available through this number.

3. USCIS Case Status – Email
Vermont Service Center (EAC) - vsc.ncscfollowup@dhs.gov

If you do not receive a response within 21 days of emailing a service center, you may contact the USCIS Headquarters Office of Service Center Operations directly by email at SCOPSSCATA@dhs.gov.
Check Application Status Online

CASE STATUS ONLINE

Enter a Receipt Number

Add here your receipt#

CHECK STATUS

PRIVACY ACT STATEMENT
Case Was Approved

On July 30, 2014, we approved your Form I-539, Application to Extend or Change Nonimmigrant Status, Receipt Number IOE9000576763. We will mail your approval notice. Please follow the instructions in the notice. If you do not receive your approval notice by August 29, 2014, please go to www.uscis.gov/e-request to request a copy of the notice. If you move, go to www.uscis.gov/addresschange to give us your new mailing address.
Receive Approved EAD Card

Remember

- Your EAD card will be mailed to the address on your I-765 Form
- Check your name, date of birth and the validity dates on your card.

Be mindful that the Gordon-Zeto Center is not responsible for any lost documents.
OPT- EAD Card
Maintain F-1 Status

- Work in position related to degree
- Work only during approved dates on EAD
- Accrue no more than 90 days of unemployment during authorized OPT period
Your Responsibilities While on OPT

- Change in address (where you live)
- Employer name & address (& any changes)
- Admission to new academic program
- Change in your immigration status
- Departure from U.S. more than 30 days before end of authorized OPT
Completion of OPT
What’s Next?

Automatic extension of work permission through September 30 if:

✓ Your OPT expires between April 1 and September 30

✓ Your Employer files H-1B petition on April 1 requesting two things:
  1) October 1 start date
  2) a change of status
Our Office is Here for You!

Any Questions...
Just Ask!