

OPT WORKSHOP

F-1 International Students

Global Engagement Office

Brooks 221

OPTIONAL PRACTICAL TRAINING (OPT)

- What is OPT?
 - OPT Facts
 - Types of OPT
 - Pre-Completion
 - Post-Completion
 - STEM Extension OPT
- } *After Graduation*
- Applying for OPT
 - OPT Reporting & Travel Requirements

WHAT IS OPT?

Optional practical training
(8CFR214.2(f)(10)(ii))

- **temporary employment authorization**
- work experience (on- or off-campus)
- **directly related** to their area of study
- Available to all majors
- 12 Months of work

OPT FACTS

- Eligible to apply if:
 - Completed and maintained F-1 status at least **one full academic year** of study (Fall and Spring semesters only*)
 - You have not exceeded 12 months of full-time CPT
 - You do NOT have a job before you apply.

*summer semesters are considered vacation time for international students and do NOT count toward full academic year of study.

OPT PROCESS

1. Application
2. Approval
3. EAD card
4. Work

TYPES OF OPT

OPT: PRE-COMPLETION

WHEN?

- **BEFORE** graduation or program completion
- **AFTER** completing your first year of full time study (fall and spring semesters)
- **Apply 90 days** before you want to begin working

OPT: PRE-COMPLETION

- **Enrolled full-time** (12 credits undergraduate/6-9 credits graduate).
 - Only **work 20 hours per week Fall & Spring**
 - During breaks from school- 37.5 hours
- **Deducts time away** from the 12 months period of OPT (**50% rate**).
 - Ex. 4 months pre-OPT = 2 months post-OPT; only 10 months of post-OPT available

APPLICATION

APPLYING FOR POST-Completion OPT

Find your **Program End Date**

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

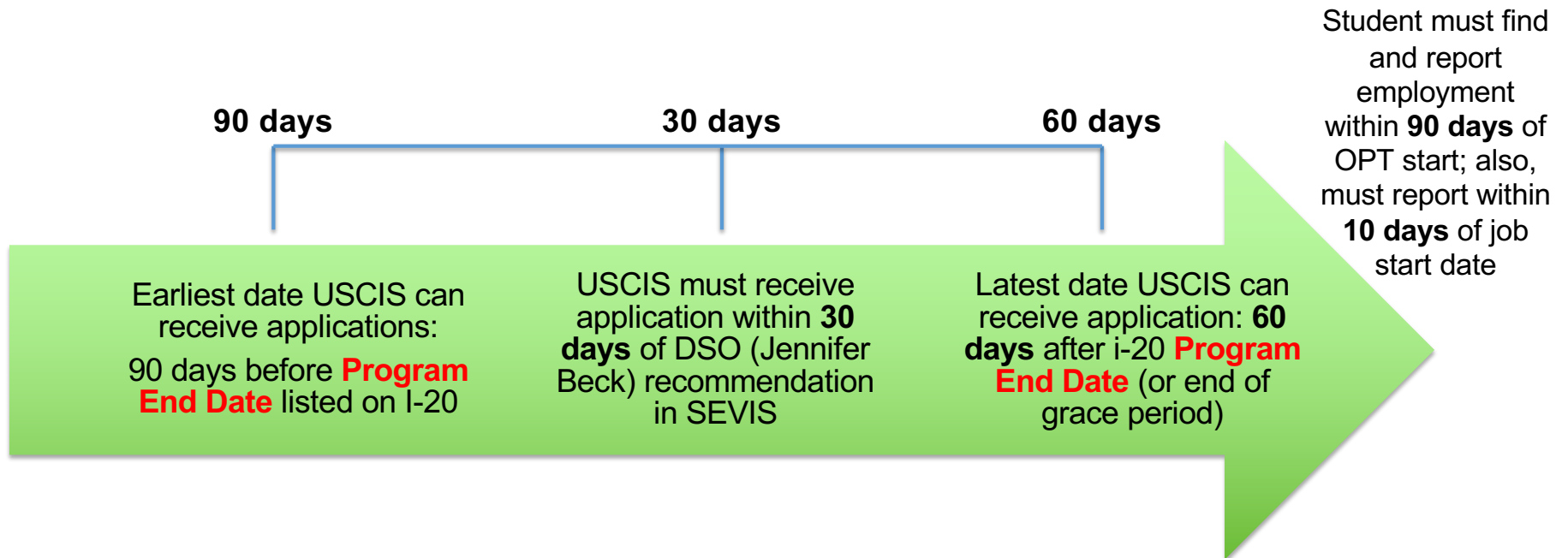
SEVIS ID: [REDACTED]

SURNAME/PRIMARY NAME		GIVEN NAME	CLASS F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME		PASSPORT NAME	
COUNTRY OF BIRTH CHINA		COUNTRY OF CITIZENSHIP CHINA	
DATE OF BIRTH		ADMISSION NUMBER	
FORM ISSUE REASON INITIAL ATTENDANCE		LEGACY NAME	
SCHOOL INFORMATION			
SCHOOL NAME The Pennsylvania State University University Park		SCHOOL ADDRESS International Student Advising*, 410 Boucke Building, University Park, PA 16802	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Nicole Franklin Pre-Arrival Coordinator		SCHOOL CODE AND APPROVAL DATE FBI214F00679000 08 JANUARY 2008	
PROGRAM OF STUDY			
EDUCATION LEVEL BACHELOR'S	MAJOR 1 [REDACTED]	MAJOR 2 None 00.0000	
NORMAL PROGRAM LENGTH 48 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	
PROGRAM START DATE 28 JUNE 2016	PROGRAM END DATE 10 MAY 2020		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 12 MONTHS		STUDENT'S FUNDING FOR: 12 MONTHS	
Tuition and Fees	\$ 41,000	Personal Funds	\$ 0
Living Expenses	\$ 21,400	Funds From This School	\$ 66,300
Expenses of Dependents (0)	\$	On-Campus Employment	\$
Medical Insurance	\$ 3,900	TOTAL	\$ 66,300
TOTAL	\$ 66,300	TOTAL	\$ 66,300

REMARKS

APPLYING FOR POST-Completion OPT

Keep in mind your **Program End Date**



APPLYING FOR OPT

One OPT authorization per degree level

Bachelor's	12 months OPT
Master's	12 months OPT
Doctorate	12 months OPT
STEM Majors	24 month- OPT extension

APPLYING FOR OPT

CHOOSE YOUR OPT START DATE

Your start date must fall within **60 days** after your program end date

What to consider:

- Do you still need to find an employer after graduation?
- Will you need to move?

APPLYING FOR OPT

PREPARE **ALL documents** BEFORE YOUR GEO APPOINTMENT

- OPT Application (advisor)
- Completed [I-765 Application Form](#)
- Copy of Passport and Visa
- I-94 ([Get Most Recent I-94](#))
- Two [passport-regulation photos](#) (less than 30 days old)
- Previous jobs? EAD card/documents
- A personal check, money order, or cashiers check for **\$410**, payable to *Department of Homeland Security*
- *G-1145 e-Notification application*



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



Samford University

FORM I-765

- **Part 1**
 - #1a “Initial permission to accept employment”

- **Part 2**
 - #5 US Mailing Address
 - 5a “Global Engagement Office Samford University”
 - #7a-e Physical Address: You
 - #13-17 Social Security
 - #21-26 Immigration documents (I-94, passport, I-20)

- **Line 27**
 - Post-completion code: (c) (3) (b)
 - STEM Extension code: (c) (3) (c)

For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through		
	Alien Registration Number A- <input style="width: 100px;" type="text"/>		
	Remarks		

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).	<input type="checkbox"/> Select this box if Form G-28 is attached.	Attorney or Accredited Representative USCIS Online Account Number (if any) <input style="width: 100px;" type="text"/>
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▶ **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

1.a. Family Name (Last 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.

- 2.a. Family Name (Last Name)
- 2.b. Given Name (First Name)
- 2.c. Middle Name
-
- 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

OPT: PROCESSING TIME

- USCIS may require **up to 90 days (or more)** for processing.
- Processing times may be verified at <https://egov.uscis.gov/casestatus/landing.do>.
- DON'T WAIT!!
- Processing will take longer closer to graduation.

APPLYING FOR OPT

FINAL STEPS:

- Make an **appointment with Mrs. Beck**
- Bring **ALL documents** to GEO
 - OPT Application (advisor)
 - Completed [I-765 Application Form](#)
 - Copy of Passport and Visa
 - I-94 (www.cbp.gov/i94)
 - Two [passport-regulation photos](#) (less than 30 days old)
 - Previous jobs? EAD card/documents
 - A personal check, money order, or cashiers check for **\$410**, payable to **Department of Homeland Security**
 - *G-1145 e-Notification application*

APPLYING FOR OPT

- During **appointment**:
 - Sign your new I-20
 - Set up shipment through **eShipGlobal.com**
- GEO will mail your completed application packet to USCIS
- If you do not graduate by the expected program end date on your **OPT endorsed I-20, contact the GEO Office BEFORE your I-20 expires.**

AFTER THE MAILING...NOW WHAT?

1. Your check will be cashed
2. You will receive **an e-Notification** (2 or 3 weeks) from USCIS including:
 - case number
 - website
 - customer service phone number

APPROVAL DECISION...NOW WHAT?

GEO receives Employment Authorization **(EAD) card**

You will be notified by **SU email to:**

- Pick up the EAD card
- Sign the [Employment Regulations agreement](#)
- Set up your [OPT Portal account](#)

Reporting, Volunteering and Travel Requirements while on OPT

ADDRESS UPDATE

Update your **address** within **TEN days** of moving:

1. Complete the Change of Address online:

www.uscis.gov/addresschange

2. Banner portal: <https://portal.samford.edu>

3. Complete the [Student Request](#) on the GEO website:

- SUID
- full name
- new address
- telephone number
- Choose “Other”: Specify- Contact Information update

FINDING A JOB

- E-Verified Employer? **YES or NO**
- Volunteer? **YES**
 - **Directly related to major**
 - **At least 20 hours or more weekly**
 - **Submit a Letter of Commitment**

I GOT A JOB!

- Email jlbeck@Samford.edu to inform. Include an employment letter with the job description and relevant details (see Sample Employment Letter on the website).
- Report your employment information on your OPT Portal:

Employer Name, Address and email

Date Began/Started

Date Ended/Stopped

Supervisor's Name, Email, Tel #

EMPLOYMENT REGULATIONS

Review the Regulations carefully!

GEO website: [Employment Regulations](#)

- May not exceed **90 total days** of unemployment
- Work **at least 20 hours** or more per week

TRAVEL DURING OPT

- Always risks!! Review the [Travel Information](#) on the GEO website
- To **return to US**:
 - Valid Passport (valid at least 6 months beyond entry date)
 - Valid F-1 Visa
 - I-20 with Valid travel signature (6 months from date signed)
 - Employment Authorization Document (EAD card)
 - Letter of Employment
 - 2-3 recent pay stubs (if already employed)
- ***Dependents** must have their own I-20, passport, F2 visa and copy of the F1s I-20, OPT card and employment letter

STEM OPT EXTENSION

Eligibility:

- **Completed** a STEM degree in science, technology, engineering, or mathematics
 - *See Department of Homeland Security (DHS) STEM Designated Degree Program List* <http://www.ice.gov/sevis/stemlist.htm>
- **Currently participating** in a 12-month post-completion OPT based upon a STEM degree
- **Working for a U.S. employer**
 - Job directly related to the student's **major**
 - **E-verified employer** <https://www.e-verify.gov/>

STEM OPT EXTENSION

- **Maintaining** F-1 status
- Did **NOT** receive a previous STEM OPT Extension

I'VE DECIDED **NOT TO APPLY** FOR OPT

- **During your 60 day grace-period,** you have time to:
 - Start a new program at Samford or another school
 - Transfer or update records at Samford or another school with acceptance into your new program prior to the end of grace period
 - Take care of matters in the U.S. and depart
 - You *may not* work or study during the 60 day grace-period

OPT QUESTIONS?

**CONTACT THE
GLOBAL ENGAGEMENT OFFICE**

Jennifer Beck

International Student & Scholar Coordinator

jlbeck@samford.edu

(205) 726-4334

General Questions

geo@samford.edu