

Optional Practical Training Information and Application Workshop



Center for International Education
California State University, East Bay



CAL STATE
EAST BAY

Topics to be covered.....

- What is OPT?
- Types of Employment
- Documents needed to prepare your OPT application
- Application Submitted! What now?
- Maintaining F-1 Status While on OPT
- STEM



What is Optional Practical Training(OPT)?

OPT is temporary employment authorization for International Students in F-1 status. OPT provides an opportunity for students to apply the knowledge acquired from their academic program to a work experience directly related to their current major field of study.

- **Length-** 12 months at each higher education level. You may become eligible for another 12 months of OPT when you move to a higher education level in the US.
- **Jobs-** While on OPT, students job(s) must be directly related to their current major(s), not minor.
- **How to obtain OPT-** You will email your completed OPT Request Form to CIE advisor and we will email you your OPT Request I-20. You will then submit your application to USCIS.
- **Processing Time-** Processing time for USCIS to approve your application and mail you the “Employment Authorization Document” varies.
 - Premium processing is available but it is expensive!



Types of Employment

All employment must be related to your major and should be more than 20 hours a week

- **Paid employment.** Students should work more than 20 hours a week to be considered full time in a job related to their field of study.
- **Multiple employers.** Students may work for more than one employer, but all employment must be related to the student's degree program.
- **Short-term multiple employers (performing artists).** Students, such as musicians and other performing artists may work for multiple short term employers (gigs). The student should maintain a list of all gigs, the dates and duration. If requested by USCIS, students must be prepared to provide evidence showing a list of all gigs.
- **Work for hire.** This is also commonly referred to as 1099 employment where an individual performs a service based on a contractual relationship rather than employment relationship. If requested by USCIS, students must be prepared to provide evidence showing the duration of the contract periods and the name and address of the contracting company.



Types of Employment

- **Self-employed business owner.** Students on OPT may start a business and be self-employed. In this situation, the student must work full-time. The student must be able to prove that he or she has the proper business licenses and is actively engaged in a business related to the student's degree program.
- **Employment through an agency.** Students on Post-Completion OPT must be able to provide evidence showing they worked an average of at least 20 hours per week while employed by the agency.

Unpaid employment Students may work as volunteers or unpaid interns, where this does not violate any labor laws. The work must be at least 20 hours per week for students on Post-completion OPT. These students must be able to provide evidence from the employer that the student worked at least 20 hours per week during the period of employment.

It is recommended that you maintain evidence for each job: the position held, duration of that position, the job title, contact information for the student's supervisor or manager, and a description



Hours Per Week

	Immigration	Employers
Full Time	20.1 or more hours per week	40 hours per week
Part Time	1-20 hours per week	1-39.9 hours per week

To maintain your F-1 status, you should work 20 or more hours per week.

- You can do this with 1 or more employers
- There is no maximum number of hours you can work per week



90-Day Unemployment Limit

- Your unemployment starts from the date on your EAD card, even if the date is in the past.
- You must work more than 20 hours per week in a qualifying position(s) to be considered “Employed”.
- To avoid violating F-1 status, prior to reaching the 90-day unemployment limit, a student should take one of the following actions:
 - Apply to continue his or her education by a change of level or transferring to another SEVP-certified school
 - Depart the United States
 - Take action to otherwise maintain legal status
- **SEVP has the authority to TERMINATE your SEVIS record for failing to report employment within 90 days**



If one of those actions is not taken, a student who has exceeded the period of unemployment is considered violated his or her status. The student must depart the U.S. immediately as there is no additional grace period



Eligibility to Apply

You must meet the following criteria in order to be eligible to apply for OPT:

- Be in valid F-1 status
- Enrolled full-time. Minimum 12 units for undergraduate students or 8 units for graduate students. You are also eligible to apply for OPT if you have approved Reduced Course Load (RCL).
- Fulfilled one year full-time requirement. You must have been enrolled full-time for at least one full academic year prior to submitting an OPT application. You have not already been approved for 12 months of OPT at the current degree level.
- Must be in good academic standing

**Job offer is not required.



Program Completion Date

The program completion date may or may NOT be the same as your graduation date or the term you filed for graduation. Program Completion is when you complete all degree requirements.

CIE will change the program end date on your I-20 and print a new I-20 with OPT recommendation to you. You cannot work on-campus beyond your program end date on the I-20.



Determine your OPT start & end date

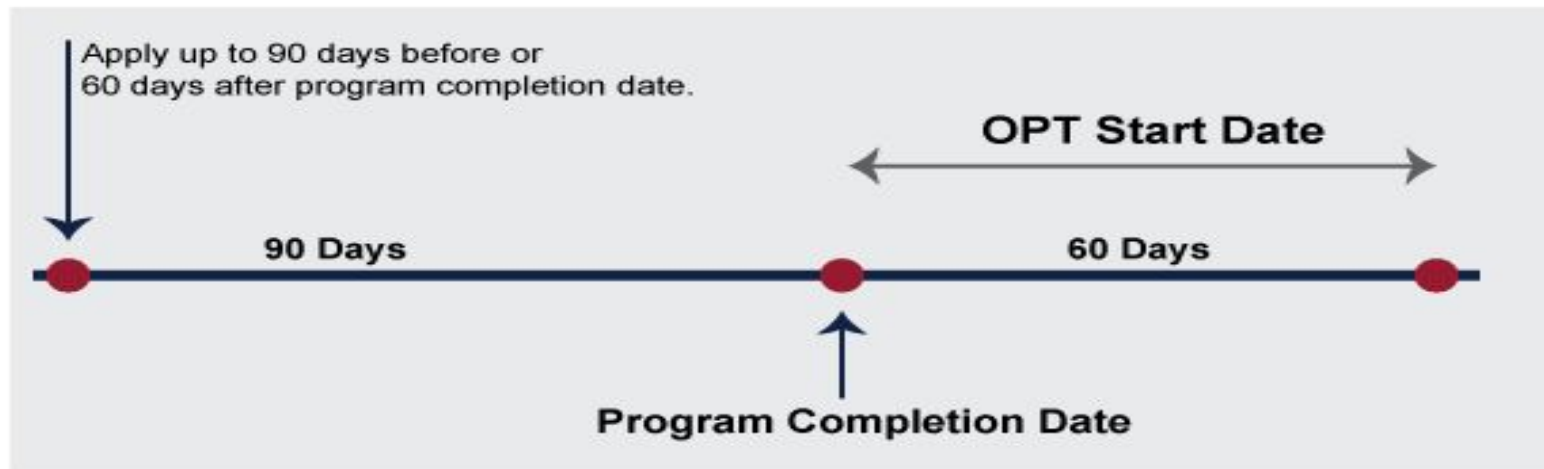
- Your requested start date must be within your 60 day grace period after the program completion date.
- OPT will end 12 months (365 days) from the start date, or within 14 months of the program completion date
- Once USCIS receives your OPT application, it is not possible to change your OPT request dates. You would need to withdraw your application and reapply.



When to Apply for Post Completion OPT

- Submit your application up to 90 days before your program completion date
 - You may also submit your application during the 60 day grace period after the program completion date.
 - You must be physically in the US while applying for OPT. If you leave the US during the grace period, you lose your opportunity to apply for OPT

When Can I Apply?



OPT Request Dates

			60 Day Grace Period	
Course Completion	Earliest Date to Apply for OPT Request I-20	Last Day of Semester (Program Completion Date)	Earliest Requested OPT Start Date	Latest Requested OPT Start Date
Spring 2024	February 12, 2024	May 11, 2024	May 12, 2024	July 10, 2024
Summer 2024	May 6, 2024	August 2, 2024	August 3, 2024	October 1, 2024
Fall 2024	September 16, 2024	December 14, 2024	December 15, 2024	February 12, 2025

It is your responsibility to confirm the grace period dates. The last day of finals is considered the semester end date and your 60 day grace period starts the following day.

Obtain OPT Request I-20

In order to apply for OPT, you will need an OPT Request I-20 from CIE.

OPT Request Form

- The form is the last 2 pages in the OPT handout.
- Form must be completed and signed by all required parties
- Email your completed form to your CIE advisor or cie@csueastbay.edu
- CIE will process your request and email your OPT Request I-20 to your horizon email.
- You will need to download, save, print and hand SIGN your I-20. No electronic signatures are permitted for students.

IMPORTANT- USCIS will only accept an I-20 within 30 days of the OPT being recommended in SEVIS by your CIE advisor. Do NOT delay submitting your application.



OPT Request Form

Optional Practical Training (Post Completion) Request Form

STUDENT INFORMATION (THIS SECTION MUST BE COMPLETED BY STUDENT)		
Last Name:	First Name:	
NETID:	Phone:	Personal Email:
Current Address:		
When do you expect to complete all degree requirements?	Semester:	Year:
Student's Major:	Degree Level: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate	
Requested OPT Period **Start date must be within 60 days after course completion date		
Start Date: ___/___/___	End date: ___/___/___	* 1 day less a year after start date (365 days)
Student Signature:	Date:	
ACADEMIC INFORMATION (MUST BE COMPLETED BY YOUR FACULTY/ACADEMIC ADVISORS)		
Undergraduate/Bachelor's Students Academic Verification		
Section 1: To be completed by major advisor		
When is student expected to complete all major coursework:	Semester:	Year:
Advisor's Name:	Advisor's Signature:	Date:
Section 2: GE Verification- Please email this form to Sam Tran (sam.tran@csueastbay.edu). Sam will email us the confirmation.		
Graduate/Master's/Doctorate Student Academic Verification		
Section 1: To be completed by graduate/department advisor		
When is student expected to complete all major coursework:	Semester:	Year:
Advisor's Name:	Advisor's Signature:	Date:
Section 2: To be completed by Project/Thesis/Capstone advisor		
I verify that the student is currently making progress towards the completion of their project/thesis/capstone.		
Student enrolled in project/thesis/capstone:	Semester:	Year:
Student is expected to complete project/thesis/capstone:	Semester:	Year:
Advisor's Name:	Advisor's Signature:	Date:

Student Info

This section needs to be completed by you. You will indicate your preferred OPT start and end date. Sign

Academic Info- Undergraduate Students

You will ask your major advisor and GE advisor (Sam Tran) to complete this section.

Academic Info- Graduate Students

You will ask your major advisor and (if necessary) your project/thesis/capstone advisor to complete this section.

**We will accept electronic signatures or emails in lieu of signatures. If you have an approved RCL for the semester you are applying, we can use RCL documentation.



OPT Request Form

APPLICANT REQUIREMENTS AND RESPONSIBILITIES
Please review the requirements and responsibilities below:
<ul style="list-style-type: none"> ● I cannot work on campus beyond my program completion date, usually the last day of finals of your final term ● I cannot start working until I receive the EAD and the start date indicated on my EAD has been met ● I am only allowed to work in my field of study only during the dates specified on the EAD ● I ensure the information provided on my OPT application is accurate ● My passport must remain valid during my OPT period ● I must maintain health insurance coverage for myself and dependent(s) during my OPT ● My OPT will be automatically terminated if I transfer to another school or start a new degree program ● I cannot be unemployed for more than a total of 90 days during my entire 12 month OPT period, including periods between jobs. ● It is my responsibility to report my employment via the SEVP Portal (www.sevp.ice.gov/opt) ● I must report any changes to the following information within 10 days: <ul style="list-style-type: none"> ○ U.S. Address and phone number: Update your SEVP Portal Account and your MyCSUEB account ○ Changes to your employment information and report loss of employment: Update your SEVP Portal ● I will email CIE (cie@csueastbay.edu) a copy of my EAD upon receiving it ● It is my responsibility to obtain a travel signature from CIE if I am going to travel outside the US while I am on OPT. A travel endorsement is only valid for 6 months. I must have a valid F-1 visa, valid passport, EAD card and a job offer in order to re-enter the US ● I understand that I am eligible to apply for OPT STEM, my application must be received by USCIS <u>BEFORE</u> my Post Completion OPT EAD expires ● I understand that I should inform CIE immediately upon receiving any notices from USCIS such as Rejection Notice, Request for Evidence (RFE), Notice of Intent to Deny, or Denial Notice.

All Students
Please read each statement carefully

ACKNOWLEDGEMENT AND SIGNATURE
I have read and now understand the above requirements. It is my responsibility to abide by the regulations governing OPT and to maintain F-1 status. Failure to abide by the requirements is failure to maintain my F-1 status and my result in termination of my SEVIS record and thus my ability to work. In addition, failure to abide by the requirements may could potentially affect any future immigration benefit applications filed with USCIS such as H-1B or Permanent Residency.
CIE is able to provide you with general guidance. However, any advice provided to you by our office, as well as the information in this packet, should not be construed as legal advice. Additionally, due to the fluid nature of governmental interpretation, the USCIS may change its interpretation of these immigration laws/regulations and eligibility requirements for benefits, at any time. We will do our best to provide you with the most current guidance. Each case is fact-specific and it is advised that you contact an experienced immigration attorney if you have questions regarding your situation.
Student Name: _____ NETID: _____
Student Signature: _____ DATE: _____

All Students
Please sign and date that you have read, understood and agree to the requirements and responsibilities.

OPT REQUEST I-20

Your OPT I-20 will be electronically signed by our office and emailed to you. Electronic signatures on I-20's by DSO's are currently valid per [SEVP Guidance](#). You will be required to print your I-20, sign and date your I-20 with an ink pen and submit a copy of the signed I-20 to USCIS.



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Post Completion OPT Request I-20

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: N0025987487

SURNAME/PRIMARY NAME Smith		GIVEN NAME John	Class of Admission F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME John Smith		PASSPORT NAME	
COUNTRY OF BIRTH United Kingdom		COUNTRY OF CITIZENSHIP United Kingdom	
CITY OF BIRTH London		DATE OF BIRTH 09 MAY 1994	
FORM ISSUE REASON CONTINUED ATTENDANCE		ADMISSION NUMBER 235487050A3	
SCHOOL INFORMATION			
SCHOOL NAME California State University, East Bay California State University, East Bay		SCHOOL ADDRESS 25800 Carlos Bee Boulevard, Hayward, CA 94542	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Julie Moreira International Student Advisor, DSO		SCHOOL CODE AND APPROVAL DATE SFR214FD00137000 28 JANUARY 2003	
PROGRAM OF STUDY			
EDUCATION LEVEL MASTER'S	MAJOR 1 Management Science 52.1301	MAJOR 2 None 00.0000	
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 19 DECEMBER 2021	
START OF CLASSES 18 JANUARY 2022	PROGRAM START/END DATE 18 JANUARY 2022 - 11 May 2024		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	\$ 20,417	Personal Funds	\$ 0
Living Expenses	\$ 18,000	Funds From This School	\$
Expenses of Dependents (0)	\$	Family	\$ 39,967
Health Insurance	\$ 1,550	On-Campus Employment	\$
TOTAL	\$ 39,967	TOTAL	\$ 39,967
REMARKS			
SCHOOL ATTESTATION			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(g)(6). I am a designated school official of the above named school and am authorized to issue this form.			
X	<i>Julie Moreira</i>	DATE ISSUED 12 Feb 2024	PLACE ISSUED Hayward, CA
SIGNATURE OF: Julie Moreira, International Student Advisor, DSO			
STUDENT ATTESTATION			
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.2(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.			
X	<i>John Smith</i>	MM/DD/YYYY DATE	
SIGNATURE OF: John Smith			
NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country)	DATE

OPT I-20 Processing time is currently 2-5 business days. Review your I-20 for any errors (pages 1 and 2). If no errors, print and sign your I-20 on page 1.

Program End Date

Indicates your I-20 expected program end date. This date should match the last day of your last semester.

School Attestation

Make sure there is a CIE Advisor signature. Check the date- USCIS must receive your application within 30 days of the ISSUE date listed on page 1.

Student Attestation

You should sign and date the I-20 after you print it. Students 18 and older do not need a parent's signature.



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Post Completion OPT Request I-20

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: N005487951 (F-1)

NAME: John Smith

Page 2 of your OPT Request I-20 shows that OPT is requested and the dates you have requested.

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	16 MAY 2024	14 MAY 2025

CHANGE OF STATUS/CAP-GAP EXTENSION

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AUTHORIZED REDUCED COURSE LOAD

TYPE	START DATE	END DATE
TO COMPLETE COURSE OF STUDY IN CURRENT TERM	16 JAN 2024	11 MAY 2024

CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
16 JAN 2024	11 MAY 2024

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

OPT Request Dates

Confirm these dates match the dates you requested on your OPT Request Form.

RCL Approval

If you have an approved RCL for Last Semester, you will see the notation here



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Methods of Applying

You can submit your application to USCIS either by

- **Online Application** - You will submit your application and supporting documents online via www.uscis.gov
 - We recommend using this option
 - This presentation will focus on this method to submit your application
 - Online application fee is currently \$410 and will increase to \$470 on April 1st, 2024
- **By Mail** - you can mail your paper application and copies of supporting documents to USCIS.
 - If you wish to mail your application, please see our [OPT-Mailing Application to USCIS](#) handout for instructions.
 - Paper application fee is currently \$410 and will increase to \$520 on April 1st, 2024



USCIS Form I-765



Why Go Online?



File a form online



Send us secure messages & get answers



Respond to a request for evidence



Access notices we send you



Check case status & sign up for alerts



Update your address & contact information



Ask about a typo or missing mail



Pay online with via ACH a credit or debit card



Access case information 24/7 from any device



USCIS Online Application

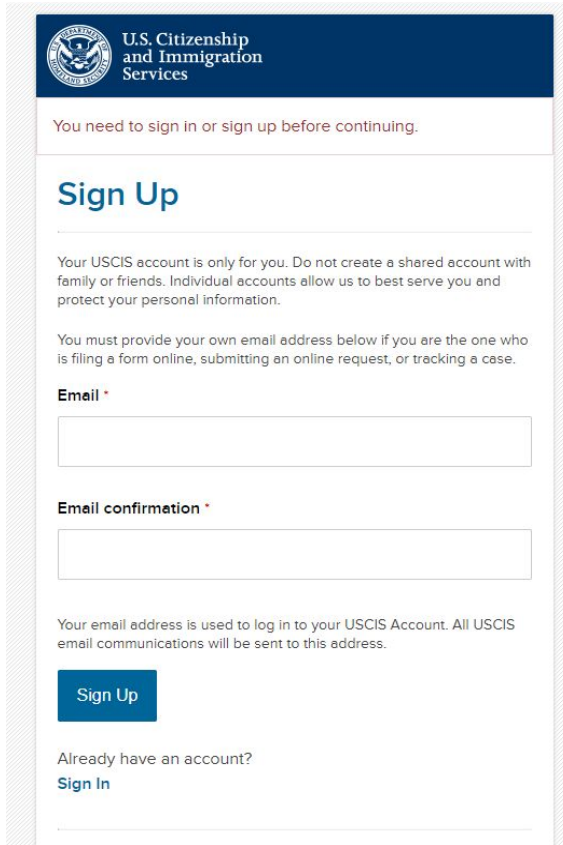
Documents we recommend you have scanned and labeled appropriately to upload to your application

- OPT Request I-20 issued by CIE
 - Remember to sign it!
- Passport Photo
- Previous CPT and/or OPT I-20's (if applicable)
- Previous EAD (if applicable) or Passport
- I-94



Create a USCIS Account

Create your account at
myaccount.uscis.gov



The screenshot shows the top of the USCIS website with the logo and the text "U.S. Citizenship and Immigration Services". Below this is a message: "You need to sign in or sign up before continuing." The main heading is "Sign Up". The text explains that the account is for individual use and that the user must provide their own email address. There are two input fields: "Email" and "Email confirmation". A "Sign Up" button is at the bottom, along with a link for "Already have an account? Sign In".

U.S. Citizenship and Immigration Services

You need to sign in or sign up before continuing.

Sign Up

Your USCIS account is only for you. Do not create a shared account with family or friends. Individual accounts allow us to best serve you and protect your personal information.

You must provide your own email address below if you are the one who is filing a form online, submitting an online request, or tracking a case.

Email *

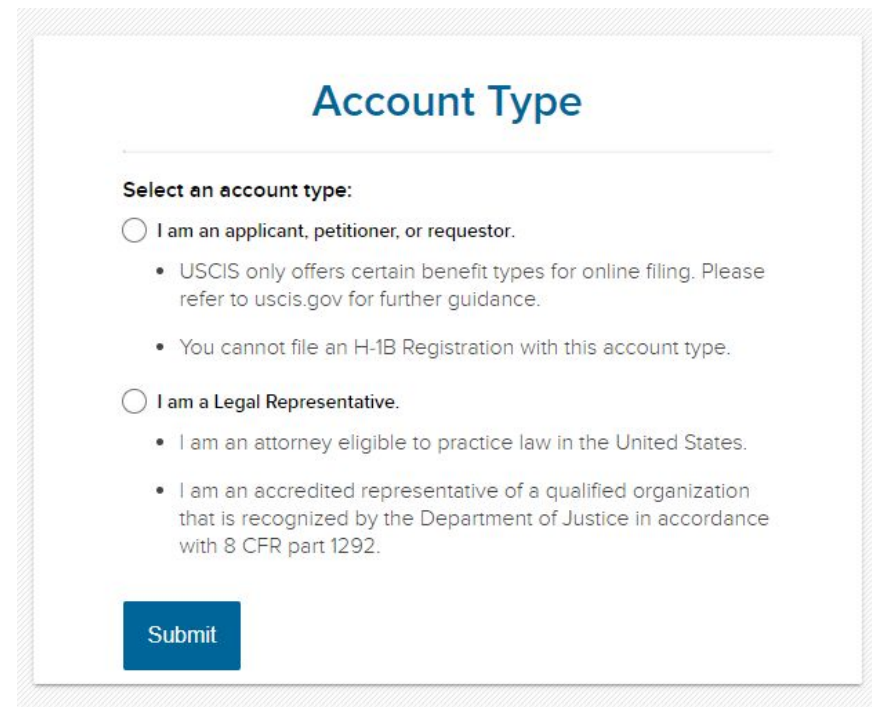
Email confirmation *

Your email address is used to log in to your USCIS Account. All USCIS email communications will be sent to this address.

[Sign Up](#)

Already have an account?
[Sign In](#)

Select Account Type
You are an applicant



The screenshot shows the "Account Type" selection page. The heading is "Account Type". Below this is the instruction "Select an account type:". There are two radio button options. The first is "I am an applicant, petitioner, or requestor." with two bullet points: "USCIS only offers certain benefit types for online filing. Please refer to uscis.gov for further guidance." and "You cannot file an H-1B Registration with this account type." The second is "I am a Legal Representative." with two bullet points: "I am an attorney eligible to practice law in the United States." and "I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292." A "Submit" button is at the bottom.

Account Type

Select an account type:

I am an applicant, petitioner, or requestor.

- USCIS only offers certain benefit types for online filing. Please refer to uscis.gov for further guidance.
- You cannot file an H-1B Registration with this account type.

I am a Legal Representative.

- I am an attorney eligible to practice law in the United States.
- I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292.

[Submit](#)



USCIS Account

Welcome To Your USCIS Account

Select What You Want To Do



Add a case to your account

Enter your online access code (OAC) to add and manage a case to your account



File a form online

Start a new form, upload evidence, and pay and submit online



SELECT



Enter a representative passcode

Review and sign forms prepared for you by your attorney or representative



Verify your identity

Answer questions about your immigration history to verify your personal identity



Change your address

Update your address with USCIS



Reschedule biometrics



Search for your existing biometrics appointment to reschedule online



USCIS Account

File a Form

Select the form you want to file online. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

 Concurrent filing available 

Select the form you want to file online.

- I-90, Application to Replace Permanent Resident Card
- I-130, Petition for Alien Relative
- I-539, Application To Extend/Change Nonimmigrant Status
- I-765, Application for Employment Authorization
- I-821, Application for Temporary Protected Status (TPS)
- N-336, Request for a Hearing on a Decision in Naturalization Proceedings
- N-400, Application for Naturalization
- N-565, Application for Replacement Naturalization/Citizenship Document
- N-600, Application for Certificate of Citizenship
- N-600K, Application for Citizenship and Issuance of Certificate Under Section 322

Start form

Select the Form

- Filing for OPT requires you to complete USCIS Form I-765

You MUST select “I-765, Application for Employment Authorization”

- **Once selected, you will see the different employment categories.**
- **Post Completion OPT category is (c)(3)(B)**

⚠ Note: You may submit Form I-765 online only if your eligibility category is:

- (c)(3)(A) - F-1 student, pre-completion OPT;
- (c)(3)(B) - F-1 student, post-completion OPT;
- (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);
- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821); or

Select “Start Form” to proceed



USCIS Form I-765

I-765, Application For Employment Authorization

Certain foreign nationals who are in the United States may file Form I-765, Application for Employment Authorization, to request employment authorization and an Employment Authorization Document (EAD). Other foreign nationals whose immigration status authorizes them to work in the United States without restrictions may also use Form I-765 to apply for an EAD that shows such authorization.

Foreign nationals may also apply for a Social Security number and card on Form I-765.

If you are a lawful permanent resident, a conditional permanent resident, or a nonimmigrant only authorized for employment with a specific employer under 8 CFR 274a.12(b), do not use Form I-765.

Learn more about [employment authorization](#).



Before You Start Your Application

Eligibility

You may apply online if your eligibility category is:

- (c)(3)(A) - F-1 student, pre-completion OPT;
- (c)(3)(B) - F-1 student, post-completion OPT;
- (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics); or
- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);

Note: You may submit Form I-765 online as an (a)(12) applicant only if you are:

- A national of Burma, Haiti, Somalia, Syria, Venezuela, or Yemen, or a person without nationality who last habitually resided in one of these six countries;
- Filing an initial application for TPS; and
- Applying for an initial request to accept employment or renewing permission to accept employment.

All other applicants must submit a paper [Form I-765](#).

Receive your decision

The decision on Form I-765 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing. If your application is approved, we will either mail your EAD to you or we may require you to visit your local USCIS office to pick it up. If USCIS cannot approve your application, you will receive a written notice explaining the basis of your denial.

You MUST read and make sure you understand this section.

- Eligibility
- Fee
- Documents you may need
- Track your case
- Decision

- Select “Next” once you have read it

Next



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USCIS Form I-765

Completing Your Form Online

Filing online

Submitting your application online is the same as mailing in a completed paper form. They both gather the same information.

Complete the Getting Started section first

You should answer all questions in the Getting Started section first so we can best customize the rest of your online form experience.

Provide as many responses as you can

You should provide as many responses as you can. Incomplete fields or sections and missing information can slow down the process after you submit your form.

We will automatically save your responses

We will automatically save your information when you select next to go to a new page or navigate to another section of the form. We will save your information for 30 days from today, or from the last time you worked on the form.

Security Reminder

If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

Back

Start

Completing your Form Online

- Filing Online
- Complete the Getting Started section first
- Provide as many responses as you can
- We will automatically save your responses
- How to continue filling out your form
- Privacy Notices
- Security Reminder

- Select “Start” to begin



USCIS Form I-765

I-765, Application for
Employment Authorization

Getting Started

Basis of eligibility

Reason for applying

Preparer and interpreter
information

About You

Evidence

Additional Information

Review and Submit

What is your eligibility category?

⚠ You can file your request online only for certain eligibility categories

If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

A(12) Temporary Protected Status Granted
c(3)(A) Student Pre-Completion OPT
c(3)(B) Student Post-Completion OPT
c(3)(C) STEM Extension

What is your eligibility category?

- The category you pick here will determine the rest of the application and the documents you are required to upload.
- Your category for POST COMPLETION OPT is **c(3)(B)**



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USCIS Form I-765

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence or open an investigation for fraud or misrepresentation) on your Form I-765 within 30 days.

The fee for Premium Processing Service for Form I-765 is \$1,685.

If you request premium processing, you will be asked to complete the Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

Yes

No

Back

Next

Premium Processing

- USCIS will process your application within 30 calendar days
- Fee will be \$1685 effective February 26, 2024
 - In addition to the I-765 fee of \$410 or \$470
- Does not expedite EAD card production or mailing
- Can apply now or later!



USCIS Form I-765

I-765, Application for Employment Authorization

Getting Started ^

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

What is your reason for applying?

- Initial permission to accept employment
- Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error
- Renewal of permission to accept employment

Have you previously filed Form I-765?

- Yes
- No

Back

Next

Reason for applying?

- Select Initial Permission to accept employment

Previous I-765?

- If you have ever filed an I-765 form with USCIS before, select yes
- If not, then no



USCIS Form I-765

Preparer and Interpreter Information

The majority of you will select “no”.

CIE is not assisting you with this application, we are not immigration attorneys

I-765, Application for Employment Authorization

Getting Started ^

- Basis of eligibility
- Reason for applying
- Preparer and interpreter information**

Is someone assisting you with completing this application?

Yes

No

[Back](#) [Next](#)

USCIS Form I-765

I-765, Application for Employment Authorization

Getting Started ▼

About You ▲

- Your name
- Your contact information
- Describe yourself
- When and where you were born
- Your immigration information
- Other information

Evidence ▼

Additional Information ▼

Review and Submit ▼

What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name)

Middle name

Family name (last name)

Have you used any other names since birth?

Other names used may include nicknames, aliases and maiden names.

Yes

No

Back

Next

About you

Your Name

- This will be how your name will appear on the EAD card

If you select Yes to “other names” you will be asked to provide those names

USCIS Form I-765

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Email address

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

In care of name (if any)

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

ZIP code

Contact Info

Use email you check often, doesn't need to be CSUEB address

Is your current mailing address the same as your physical address?

Yes

No

Where in the United States do you live?

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

ZIP code

Mailing Address

This is the address your EAD and any other documents will be mailed. Try not to change this address during the process.

Physical Address

If you live someone other than your mailing address, input that address here. It is ok if this address changes during the application process



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USCIS Form I-765

Describe yourself

List your **gender** and **Marital Status**

I-765, Application for Employment Authorization

Getting Started ▾

About You ▲

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence ▾

Additional Information ▾

Review and Submit ▾

What is your gender?

- Male
- Female

What is your marital status?

- Single
- Married
- Divorced
- Widowed

Back

Next

USCIS Form I-765

- Getting Started
- About You**
- Your name
- Your contact information
- Describe yourself
- When and where you were born**
- Your immigration information
- Other information
- Evidence
- Additional Information
- Review and Submit

What is your city, town, or village of birth?

What is your state or province of birth?

What is your country of birth?

What is your date of birth?

Back

Next

Birth Information

List your city and state of **Birth**. Pick the country from the drop down menu

Date of Birth
Month/Date/Year



USCIS Form I-765

Immigration Information

Pick your **country of citizenship** for dropdown menu. If you have more than one, select “add country”.

Obtain your **I-94 Record number** at www.cbp.gov/i94

Place of Arrival- airport you went through CBP

Status of Last Arrival- unless you changed your status in the USA, it should state

F1 - Student, Academic Or Language Program.

Getting Started ▼

About You ▲

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence ▼

Additional Information ▼

Review and Submit ▼

What is your country of citizenship or nationality?
List all countries where you are currently a citizen or national.

What is your Form I-94 Arrival-Departure Record Number (if any)?

When did you last arrive in the United States?
List your arrival date, place of arrival, and status at arrival.

Date of arrival

Place of arrival

Status at last arrival

USCIS Form I-765

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

What is the expiration date of your passport or travel document?

MM/DD/YYYY

What country issued your passport or travel document?

Immigration Information

Passport number of your most recently issued passport

Leave **Travel Document** number blank

Expiration Date of your passport you listed above

Country that **issued** your passport

- Do not use United States if you renewed in the USA, use the country who issued the passport



USCIS Form I-765

What is your current immigration status or category?

F1 - Student, Academic Or Language Program. ▾

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

Use the "Additional Information" section to include all previously used SEVIS numbers.

N-

Back

Next

Immigration Information

In order to be eligible for Post Completion OPT, your **current immigration status** must be F-1

List your **SEVIS number** from your current I-20. It is located on the upper left corner.



USCIS Form I-765

- Getting Started
- About You**
- Your name
- Your contact information
- Describe yourself
- When and where you were born
- Your immigration information
- Other information**
- Evidence
- Additional Information
- Review and Submit

What is your A-Number?

I do not have or know my A-Number.

What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) helps us manage your account. You may already have an OAN if you previously filed [certain paper forms](#) and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

I do not have or know my USCIS Online Account Number.

Other Information

If you have filed a previous application with USCIS, you most likely have an **A-Number**, also known as USCIS #

You will only have a **USCIS Online Account Number** if you have previously submitted a document or application via USCIS online



USCIS Form I-765

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

Yes

No

What is your Social Security number (if known)?

Do you want the SSA to issue you a Social Security card?

Yes

No

Back

Next

Other Information

If you have a **social security number**, follow this slide.

If you have a **Social Security Number**, select Yes and list your **SSN**. Since you don't need another **Social Security card**, select No.



USCIS Form I-765

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

Yes

No

Do you want the SSA to issue you a Social Security card?

Yes

No

 You must agree to the Consent for Disclosure

If you answer "Yes", you must also answer "Yes" to the Consent for Disclosure.

Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

Yes

No

Other Information

If you do NOT have **social security number**, follow this slide and next.

If you do not have a **Social Security Number**, select No. If you would like the **Social Security Administration to issue you a card**, select Yes.

Consent to USCIS to providing your information to the SSA to issue you a **Social Security card** by selecting Yes.



USCIS Form I-765

What is your father's birth name?

Given name (first name)

Family name (last name)

What is your mother's birth name?

Given name (first name)

Family name (last name)

Back

Next

Other Information

Provide your **Father's and Mother's Birth Name**. No further documentation is needed.

If you select this method, USCIS will notify the SSA once your EAD has been approved and SSA will issue and mail your Social Security card to your mailing address. Usually takes 2-4 weeks after EAD issuance.



USCIS Form I-765

I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

Evidence ▲

- 2" x 2" photo of you**
- Form I-94 or passport
- Employment Authorization Document
- Previously authorized CPT or OPT
- Form I-20

Additional Information ▼

Review and Submit ▼

2" X 2" Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

[Choose](#) or drop files here to upload

Evidence

2x2 Photo

You must provide a **photo** which meets [Department of State's specifications](#). This photo will be used on your EAD card.

- Taken within the past 6 months
- Full face view with white background
- In color



USCIS Form I-765

Form I-94, Arrival And Departure Record Or Passport

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94 ; or
- Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the [CBP website](#) to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.

If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing [Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record](#), with USCIS. USCIS does charge a fee for this service.

If you do not have and cannot get a required document, you must demonstrate this and provide secondary evidence. If secondary evidence does not exist or is unavailable, you must demonstrate both the unavailability of the required document and the relevant secondary evidence and submit two or more sworn affidavits by people not named on this application who have direct knowledge of the event and circumstances.

[Learn more about Primary and Secondary evidences.](#)

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

[Choose](#) or drop files here to upload

Evidence

I-94 Arrival/Departure Record

You must upload your most recent I-94 record which you obtained at

www.cbp.gov/i94

***Do not upload your passport bio page here!**



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USCIS Form I-765

Employment Authorization Document Or Government ID

Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

Back

Next

Evidence

Government Issued ID

If you have a **previous EAD**, upload a copy of the front and back here. If you do not have an EAD, upload a copy of the **bio page from your passport** which shows your photo, name and DOB.

- You do not need to upload multiple types of ID or multiple pages of your passport.



USCIS Form I-765

Previously Authorized CPT Or OPT

Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

[Back](#)

[Next](#)

Evidence

Previous CPT and/or OPT

This is only applicable if you have had CPT or OPT in the past.

Upload your I-20's which show your previously **authorized CPT** periods and/or **previous OPT**.

If you do not have any I-20's showing CPT and/or previous OPT, do not upload anything and click next



USCIS Form I-765

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

⚠ Important information regarding your Form I-20

Do **NOT** submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

[Choose](#) or drop files here to upload

Evidence

OPT Request I-20

Upload your most recent **OPT Request I-20** which CIE recently issued you.

- No, you do not need to submit any other I-20's
- Remember it has to be uploaded and submitted within 30 days of CIE recommending your OPT in SEVIS.



USCIS Form I-765

Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

+ Add a response

Back

Next

Additional Information

Only use this section if you have **additional information** that pertains to this application that you haven't included already.

- You cannot upload anything in this section. This gives you an area to explain something you wrote or uploaded in a previous section.



USCIS Form I-765

Review and Submit

Confirms the fee

The system will review your application and alert you the status.

Green- good to go

Yellow- you should review

Red- not eligible to submit until corrected.

1 There are errors in About You: Your contact information


[Edit my responses](#)


1 There are errors in About You: When and where you were born

[Edit my responses](#)

I-765, Application for Employment Authorization

Getting Started 

About You 

Evidence 

Additional Information 

Review and Submit 

Review your application

Your application summary

Your statement

Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

Your fee

1 Your form filing fee is: \$410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Alerts and warnings

✓ We found no alerts or warnings in your application

[Back](#)

[Next](#)



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USCIS Form I-765

[Review the I-765 form information](#)



Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

[View draft snapshot](#)



Getting Started

Basis of eligibility

What is your eligibility category? c(3)(B) Student Post-Completion OPT

What is your degree? -

What is your employer's name as listed in E-Verify? -

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number? -

Review and Submit

Your Application Summary

You can print/save a **copy of the I-765 form** by clicking here.

- Strongly recommend you save a copy for your records

This will show all your **responses** from the form.



USCIS Form I-765

Review and Submit

Applicant's statement

You must read and agree to the statement below.

- I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question.
-

[Back](#)

[Next](#)

Statement

You must **agree to the statement** that you can read and understand English and you have understood the questions



USCIS Form I-765

Applicant's Declaration and Certification

You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefit. You may also face criminal prosecution and penalties provided by the law.



Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

1) I reviewed and understood all of the information contained in, and submitted with, my application; and

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

I have read and agree to the applicant's statement

You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

Review and Submit

Declaration and Certification

Read!

Once you have read it and checked the box, a **signature box** will appear. You will type your name and this will be considered your **digital signature**.



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USCIS Form I-765

Pay for and submit your application

The final step to submit your Form I-765, Application for Employment Authorization is to pay the required fee.

Your application fee is: **\$410**.

Refund Policy: By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.



We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment

When you have paid your fee, your form will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

Pay and submit

Review and Submit

Pay and Submit

STOP- this is the best time to confirm everything is complete. Once you pay for the application, you cannot alter any of your answers!! Payments are **NON-REFUNDABLE**

Once you are ready to **submit your application and pay**, you will be directed to [pay.gov](https://www.pay.gov) to complete the payment.



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USCIS Form I-765

USCIS I-765

Payment Information

Payment Amount \$410.00

I want to pay with my

- Bank account (ACH)
- Debit or credit card

Continue

[Cancel](#)

Review and Submit

Pay.gov

You will be given 2 options to **pay online**.

- Via your bank
- Debit or Credit card



USCIS Form I-765

USCIS I-765

Please provide the payment information below. Required fields are marked with an asterisk.

Agency Tracking ID
C1AQYNYMLY9R2B

Payment Amount
\$410.00

* Cardholder Name

* Cardholder Billing Address

Billing Address 2

City

* Country

State/Province

ZIP/Postal Code

* Card Number



* Expiration Date

* Security Code

[What's this?](#)

Continue

Previous

[Cancel](#)

Review and Submit

Pay.gov

Debit or Credit Card Option



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USCIS Form I-765

USCIS I-765

Please provide the payment information below. Required fields are marked with an *

Agency Tracking ID

50KFGPIGI1ZCWI

Payment Amount

\$410.00

* Account Holder Name

* Account Type



routing and
transit #

checking
account #

check #



check #

routing and
transit #

checking
account #

* Routing Number

* Account Number

* Confirm Account Number

Continue

Previous

Cancel

Review and Submit

Pay.gov

Bank Option- Check

Make sure you have enough funds in your account!



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USCIS Form I-765



You successfully submitted your I-765

We will contact you if we have any questions or need additional information. You can track the status of your application through your USCIS online account.



[Go to my cases](#)

Your have successfully submitted your application to USCIS.

- **Click on “Go to my cases” to get your receipt!**



USCIS Form I-765

Tracking Your Case



Your Cases

I-765 Application for Employment Authorization

Submitted on April 13, 2021 | Receipt # IOE9893688931
View PDF ▾



Case status Case history Documents

USCIS Notices

File	Date Sent	Action
Receipt Notice.pdf	April 13, 2021	N/A



Your uploads

You may upload additional evidence that you believe may assist USCIS in adjudicating your application, even if the evidence was not specifically requested. USCIS will consider the timeliness and relevance of unrequested evidence when making a decision about your case.

File	Document	Date added
------	----------	------------

Unsolicited evidence

Unsolicited evidence is any additional information or evidence that we did not request from you. If you upload evidence that we did not request from you, USCIS will consider the timeliness and relevance of this information when making a decision about your case.

[Upload evidence](#)

All notices are posted to your account

- Receipt notice
 - Biometrics notice
 - Request for Evidence (RFE)
 - PDF of completed form
 - Decision letter
- * Notices are also mailed to the mailing address on file



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Application Submitted! What now?

- Access your Receipt Notice (I-797C Notice of Action) immediately online
 - Indicates your application is received, contains your receipt number, provides documentation for your legal stay
 - If USCIS requires any additional information from you, they will issue a Request for Evidence.
 - You will get a notification and it will be located in your online case file.
- USCIS will upload and mail Approval Notice
 - This document does not allow you to work but please keep it for your records
- USCIS will mail the EAD card
 - Usually takes 2 weeks after the Approval Notice
- SSA will issue SSN if you applied with your OPT application



OPT APPROVAL

Once you have your EAD card in hand

- Check the spelling
- Check the dates
- Expect an email from SEVP on your EAD card start date
- Create your SEVP Portal Account within 14 days
- Update residential addresses on your USCIS account, SEVP Portal (SEVIS) and your MyCSUEB if you moved during your OPT Period
- Send a copy of the EAD card to CIE



SEVP Portal

- The SEVP Portal <http://www.sevp.ice.gov/opt> is a tool for you to report your **employer information and contact information**.
- You should also update your U.S. address and phone number on your MyCSUEB account.
- An email from SEVP (do-not-reply.sevp@ice.dhs.gov) with instructions will be sent after approval.
 - Email generally arrives on EAD start date but can take up to 1 week after EAD start date
 - Check your spam/junk folders
 - If it has been more than a week since your EAD card start date, contact CIE to confirm email has been sent by SEVP and your email address in SEVIS is correct
- Visit the SEVP Portal Help on Study in the States' (www.studyinthestates.dhs.gov) website for help

PORTAL LINK DOES EXPIRE- Please create login immediately upon receiving email!



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Reporting Responsibilities

You are required to report any changes to your contact information or employment information within 10 days of the change. This includes but not limited to:

- Residential Address Change (SEVP Portal)
- Phone (SEVP Portal)
- Employer Change (SEVP Portal)
 - Beginning employment
 - Ending employment
 - Adding second employment
- Completion/cancellation of OPT (CIE)
- Email address update (CIE)

Primary method to report all changes is the SEVP Portal
Reporting Responsibilities listed on [CIE Website](#)



Check CIE Website for Info

CIE OPT REPORTING REQUIREMENTS

- F-1 STUDENTS

Advising

+ New Students

+ F-1 Status, Visa and Travel

+ Maintaining Status

- Employment

Social Security Number

Employment Options

On-Campus Employment

Employment & Volunteering

CPT (Curricular Practical Training)

Pre-Completion OPT

Post Completion OPT Workshops

Optional Practical Training

OPT Reporting Requirements (12 Months)

24 Month OPT STEM Extension

OPT STEM Reporting (24 months)

Changing Employers During OPT STEM

Cap-Gap

Forms and Handouts

Express Shipping Options

Links and Resources

Select Language ▾

Powered by Google Translate

Post-Completion OPT Reporting Requirements (12 Months)

All students on OPT are required to report any changes within 10 days. You are required to report contact information changes and employer changes via your SEVP Portal. Failure to comply with any of the reporting requirements constitutes a violation of your legal F-1 status.

SEVP PORTAL- Self Reporting Tool

The SEVP Portal is a tool that F-1 students engaged in post-completion OPT and STEM OPT Extension can choose to use to report certain updates to SEVIS.

You will receive an email from SEVP to create a portal at the same time as your EAD authorization start date.

For more information please visit: <https://studyinthestates.dhs.gov/sevp-portal-help>

Required Reporting

SEVP Portal ▾

SEVP Portal Login Issues ▾

Reporting after 10 days ▾

Address Changes ▾



SEVIS Record and Reporting

90 Day Unemployment Clock

- **SEVP Portal:** Once you report your employment in your SEVP Portal, that unemployment clock stops in SEVIS.
- **10 Day Period:** You have to report any updates within 10 days of the change
- **Termination:** SEVP has the authority to terminate your SEVIS record if you accumulate more than 90 days of unemployment

I-20: CIE does not issue new I-20's with employer information automatically. Email CIE to request an updated I-20 if you want one.



Employment Reporting and Fraud

90 Day Unemployment Clock

We understand that the 90 day counter is daunting, however, there are major consequences for committing fraud to stop the counter

- **DO NOT PAY FOR AN OFFER LETTER**
- **DO NOT “WORK” for a company that doesn’t provide you with work**
- **DO NOT PAY for “Training” to list an employer**
- **PAY ATTENTION TO RED FLAGS**

USCIS is currently denying OPT STEM, H1B and Permanent Resident applications for students who committed fraud by listing an “employer” to stop the 90 day unemployment clock

CBP is currently denying entry to students who have listed fraudulent companies in their SEVIS record and subjecting the students to a 5 year ban!



Maintaining F-1 Status

While on OPT, you are still in F-1 status as OPT is a benefit of F-1 status

To maintain F-1 status you must:

- **Stay employed:** work more than 20 hours a week in a job related to your major
 - Do not pass 90 days of unemployment
- **Fulfill Reporting Responsibilities:** Report your address/phone/employer information via the SEVP Portal within 10 days of any change
 - Also update USCIS and your MyCSUEB upon any address changes
- **Health Insurance:** You are still mandated to have health insurance. Can be employer provided or can buy from CSUEB



Travel Outside the United States

Travel is only recommended after receiving EAD

Documents Needed to Reenter the USA

- A valid passport (6 months into the future)
- A valid F-1 visa
- I-20 with endorsement from CIE
 - Travel endorsement is valid for 6 months
- EAD
- Job offer letter or job verification is highly recommended
 - If you do not have proof of employment, bring evidence of your job search

Evidence of financial support for the OPT period is recommended if doing any unpaid employment.



Don't Complete Degree Requirements

- If you have filed for OPT then find out you have not completed your program requirements, please contact CIE. Your options depend on your application status, your remaining requirements and when you inform CIE.
 - Options depend on your remaining requirements and where your OPT application process is at that time.

After Your OPT Ends

When your OPT ends (assuming you haven't filed for OPT STEM), you have 60 days to do one of the following

1. Depart the U.S.
2. Change to another visa status, such as H-1B
3. Transfer from CSUEB to another institution to begin a new program of study and obtain a new I-20 for the new program
4. Be admitted to a new program at CSUEB and obtain a new I-20 from CIE to begin your new program

Ending OPT Early

If you choose to end your OPT before the end date on your EAD, let CIE know, so we can complete your program in SEVIS.

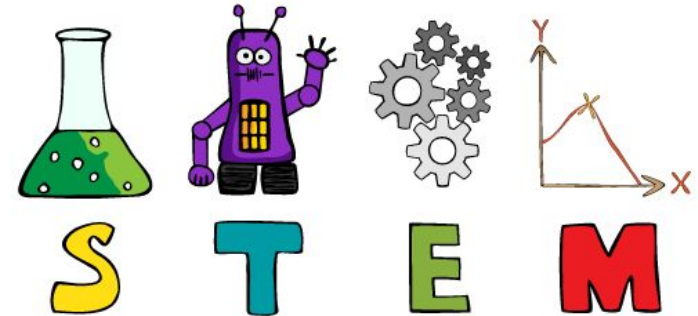
Transferring to a new school during your OPT period will cancel your OPT.



24 Month STEM Extension

Eligibility

- STEM CIP Codes Only
- Employed with E-Verify Employer
- Employer willing to complete and sign ICE I-983 form
- Employment must be paid and at least 20 hours a week



Review OPT STEM Tutorial

<https://www.csueastbay.edu/cie/files/docs/pdfs/employment-handouts/stem-opt-tutorial.pdf> for additional information

Apply up to 90 days before current EAD expires. Application must reach USCIS BEFORE current EAD expires



REMINDERS

1. You must sign your I-20 before submitting a copy as part of your application.
 - Students are not permitted to sign their I-20's electronically
2. Application must be submitted within 30 days of CIE Advisor's signature on page 1
3. You must be INSIDE the USA to apply for OPT
4. Confirm your application is complete and all documents are upload before you pay.
 - Once you pay, you can't edit any answers. You can submit additional documents in "Unsolicited Evidence"..
5. OPT is a benefit of F-1 status so you must maintain your status while on OPT
 - Working in a job related to your field of study at least 20 hours a week
 - Reporting all changes in a timely manner



Any questions?

Please ask, others may have the same question!

Use the Q&A rather than the chat!

