Pre-Completion Optional Practical Training (OPT)

Work Permission for F-1 Students
Optional Practical Training

READ THE OPT HANDOUT!

The handout and powerpoint will:

- Outline OPT Basics
- Review Application Process & Timing
- Questions?
OPT Usage

• 12 months per advanced degree level

• Can be used before or after program completion
  – Full time when school is not in session
  – Part time when school is in session (no more than 20 hours per week)
OPT Usage

• You choose start and end dates for all periods of OPT

• Once USCIS grants the work permission the time is “used” and cannot be restored
F-1: Optional Practical Training

• 3 part process:
  Your department + OIE + USCIS

• Authorized by US Citizenship & Immigration Services (USCIS)
  • Cost: $380
  • Processing time: up to 90 days
Practical Considerations

• During the OPT period:
  – You remain in F-1 status
  • OPT is not a status, it is a benefit of F-1 status
OPT Usage

• Full-time pre-completion OPT deducted from the 12 months at 100% (can only be used in the summer/official school breaks!!)

• Part-time pre-completion OPT deducted from the 12 months at ½ rate
OPT Usage

• Post-completion OPT application may need to be filed while waiting for Pre-completion to be approved.

• 2 SEPARATE APPLICATIONS must be filed:
  – 1 for pre-completion OPT
  – 1 for post-completion OPT
  – Same time frame for approval
  – 2 fees!
Employment

• What work can you do on OPT?
  – Any...
    • related to YOUR field and level of study
    • paid, unpaid, volunteer, contract
    • job title *doesn’t* matter...
    • nature of work *does* matter

  – No job offer needed to apply
Types of OPT

• Types of OPT:
  • Pre-completion
    – Part-time (less than 20 hours per week) during academic year
    – Full-time during official breaks and vacations
  • Post-completion
    – Full-time
  • STEM extension
    – Full-time
USCIS must receive your OPT application OR
OPT WILL BE DENIED:
• No more than 90 days before your requested OPT start date
• OPT I-20 no more than 30 days old
The Application Process

IMPORTANT!

• OPT application **must be received by USCIS within 30 days of the date your OPT I-20 is issued.**

• Be ready to file when you turn in your request!

• I-20 more than 30 days past issuance date?

• OPT DENIED!
Employment Authorization Document (EAD)
Employment Authorization Document (EAD)

You can only legally work in the US when:

- You have received EAD
- Within valid dates on EAD
Pre-Completion Optional Practical Training (OPT) Recommendation Form

To: Student OPT Applicant
Complete the following information. The OIE advisor will use the information you provide to recommend your OPT.

Name: ___________________________ Date of birth (mm/dd/yyyy): _____________________
(Family) (First)

Andrew ID: _____________________ Non-Andrew e-mail: _____________________

Address*: ____________________________ (Street) ____________________________ (City)
(State & Zip Code)

*Address must also be updated in SIO!

☐ Check here if you have a secondary MAJOR or are in a dual degree program.

OPT Start Date: ____________________ OPT End Date: ____________________

Full-time or Part-time: ______________ Passport Expiration (mm/dd/yyyy): ______________

Check one: The work ☐ WILL ☐ WILL NOT directly relate to my field of study/degree program.

Have you applied for OPT before?: ☐ No ☐ Yes If yes, Educational Level (circle) Bachelor’s Master’s PhD
The Application Process: Advisor’s Form

<table>
<thead>
<tr>
<th>This information must be completed and signed by the academic advisor or department coordinator, not by the student.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>This is to certify that (Student’s name) is expected to complete all requirements for the degree on 12/18/2017 and will receive the degree of (Level) in the field or major of (Field of Study). (Date: mm/dd/yyyy) Actual completion - not end of month</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>(Name of Academic Advisor or Authorized Department Personnel—Please Print)</th>
<th>(Signature of Academic Advisor or Authorized Department Personnel)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>(Telephone Number and/or email address)</th>
<th>(Date)</th>
</tr>
</thead>
</table>

Your academic advisor (not you) must complete this section.
Choosing your start and end dates

- **Start date**: Start date of employment
- **End date**: End date of employment - can’t go past program completion date
  - Summer: OPT can start after classes/finals end and must end before start of fall term.

- Remember, it will take up to 90 days for approval!
- CAREFUL – CAN’T CHANGE DATES
- **NO** work without EAD!
The Application Process

• Completed Advisor’s Form...
  • Submit at OIE front desk
  • Pre-completion I-20 ready for pick up from OIE front desk in 5 business days
  • NO email reminder
Primary Major: 11.0103  Information Technology (NEW)

Student Employment Authorization:
Employment Status: FULL TIME
Duration of Employment - From (Date): 5/18/2015
To (Date): 8/28/2015
Employer Name:
Location:

The Student has met the 1 full academic year requirement.

Comments: Full-time Pre-completion OPT recommended in the field of XX. Seeking to gain practical experience in the field.

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

Name of School Official: Jennifer McNabb
Signature of Designated School Official: [Signature]
Title: Foreign Student & Scholar Advisor
Date Issued: 10/11/2010
Place Issued (city and state): Pittsburgh, PA
The Application Process

TIMING OF YOUR APPLICATION

• Be aware of processing times:
  • Up to 90 days to be approved...
    ..or longer if application is returned, something is missing, etc.
  • Cannot expedite OPT requests with USCIS (can slow processing!)
Preparing your application

DO NOT E-FILE!!
Will require fingerprinting at a local immigration office!
The Application Process

PREPARING YOUR APPLICATION

What do I include?

• **G-1145 form**
• Check for $380 (payable to US Department of Homeland Security)
• **Two passport-sized photos**
• Completed, signed **I-765 form**
• *Copies* of all I-20s issued to you
• Copy of passport
• Copy of F-1 visa stamp
• Copy of I-94 record ([www.cbp.gov/i94](http://www.cbp.gov/i94))

Items are listed on page 1 of the OPT handout!!
**G-1145 Form**

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

<table>
<thead>
<tr>
<th>Applicant/Petitioner Full Last Name</th>
<th>Applicant/Petitioner Full First Name</th>
<th>Applicant/Petitioner Full Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCNABB</td>
<td>Jennifer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail Address</th>
<th>Mobile Phone Number (Text Message)</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:oie@andrew.cmu.edu">oie@andrew.cmu.edu</a></td>
<td>(412) 268-5231</td>
</tr>
</tbody>
</table>

- **G-1145 - first page of application**
- **Free to file**
- **More like 1-2 weeks...**
- **Disregard form expiration date – be sure to download from uscis.gov**

When Will I Be Notified?
USCIS will notify you within 24 hours of accepting your immigration form(s).

Form G-1145
OMB No. 1615-0109
Expires 09/30/2014
The Application Process

PREPARING YOUR APPLICATION: Check

US Department of Homeland Security

$380.00

Three hundred eighty and---------00/100

OPT application

sign your name here
The Application Process

PREPARING YOUR APPLICATION: Check

Leave the back BLANK
Preparing your application: Photos

- Write your name AND I-94 # on back
- Make sure they are the **correct size**!
- Photos rejected if there are shadows or glare
The Application Process

PREPARING YOUR APPLICATION

• You can include your check & photos in marked white envelope: Attach to application.
The Application Process: Form I-765

- Complete online – form fillable pdf
- USCIS uses machine readable scanner

http://www.uscis.gov
Check the 1st box: Permission to accept employment!
## I-765 Form

**Last name in CAPS, first name in letter case:**
MCNABB, Jennifer

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1. **Name (Family Name in CAPS) (First) (Middle)**
2. **Other Names Used (include Maiden Name)**
3. **U.S. Mailing Address (Street Number and Name) (Apt. Number) (Town or City) (State/Country) (ZIP Code)**
4. **Country of Citizenship/Nationality**
5. **Place of Birth (Town or City) (State/Province) (Country)**
6. **Date of Birth (mm/dd/yyyy) (Gender) (Marital Status) (Single, Married, Widowed, Divorced)**
7. **Social Security Number (Include all numbers you have ever used, if any)**
8. **Alien Registration Number (A-Number) or I-94 Number (if any)**
9. **Have you ever before applied for employment authorization from USCIS?**
   - Yes (Complete the following questions.)
   - No (Proceed to Question 12.)

### Certification

**Your Certification:** I certify, under penalty of perjury under the laws of the United States of America, 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.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

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**If using OIE address:**
5000 Forbes Ave
Intl Education
Pittsburgh PA 15213

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**Be careful of address!**
**Where will you be in 90 days?**
**No forwarding by USPS**
# I-765 Form

**Write in I-94 #**

*Known glitch: Type 9 digits, handwrite 2*

**www.cbp.gov/i94**

**Sign within lines in dark blue ink**

**Refer to your latest port of entry stamp in passport**

**Pre completion OPT code:**
(c)(3)(A)

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<table>
<thead>
<tr>
<th>Question</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name (Family Name in CAPS) (First)</td>
<td>(Middle)</td>
</tr>
<tr>
<td>2. Other Names Used (include Maiden Name)</td>
<td></td>
</tr>
<tr>
<td>3. U.S. Mailing Address (Street Number and Name)</td>
<td>(Apt. Number)</td>
</tr>
<tr>
<td>4. Country of Citizenship/Nationality</td>
<td></td>
</tr>
<tr>
<td>5. Place of Birth (Tow or City)</td>
<td>(State/Province)</td>
</tr>
<tr>
<td>6. Date of Birth (mm/dd/yyyy)</td>
<td>7. Gender</td>
</tr>
<tr>
<td>8. Marital Status</td>
<td>Married</td>
</tr>
<tr>
<td>9. Social Security Number (Include all numbers you have ever used, if any)</td>
<td></td>
</tr>
<tr>
<td>10. Alien Registration Number (A-Number) or I-94 Number (if any)</td>
<td></td>
</tr>
<tr>
<td>11. Have you ever before applied for employment authorization from USCIS?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Certification**

*Your Certification:* I certify, under penalty of perjury under the laws of the United States of America, 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.

*Signature* | Telephone Number | Date |
|-------------|-----------------|-----|
Required photocopies of documents

• I-94 printout ([www.cbp.gov/i94](http://www.cbp.gov/i94))
  or White I-94 card (front & back)

• Photo page of passport

• Most recent F-1 visa stamp

• ALL I-20s ever issued (including OPT)
  • Sign all I-20s in item #11
The Application Process

PREPARING YOUR APPLICATION

Make a copy of your complete OPT application for your records!
Mailing your Application

On I-765 (#3), if you use an address in:

Alabama, Arkansas, Connecticut, Delaware, DC, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, West Virginia

Mail your application using FedEx/UPS to:

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067
Mailing your Application

Mail your application using FedEx/UPS to:

USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

On I-765 (#3), if you use an address in:

- Alaska, Arizona,
- California, Colorado,
- Hawaii, Idaho, Illinois,
- Indiana, Iowa, Kansas,
- Michigan, Minnesota,
- Missouri, Montana,
- Nebraska, Nevada,
- North Dakota, Ohio,
- Oregon, South Dakota,
- Utah, Washington,
- Wisconsin, Wyoming
Collecting EAD Card

• Address
  • If you used OIE’s address, we will email you as soon as your OPT card arrives in the office. Do not call!

• Complete OIE’s Mail Request form before leaving Pittsburgh

• Arrange for a friend to collect EAD
The Application Process

Step 2. Application

• Mail complete application to USCIS
• Can take 90 days to process
• Goal: EAD card

The Waiting Game

You should receive from USCIS:

1) Text message or email with case number (within 1 week)
2) Receipt Notice (within 6 weeks)
3) Approval Notice (up to 90 days)
4) EAD card (up to 90 days)
The Application Process

The Waiting Game

If you used OIE’s address, we will email you *the same day* your OPT card arrives in the office.
More pre-completion OPT

- Travel is not impacted by pre-completion OPT (as it is with post-completion)

- Unemployed days do not accrue or impact your ability to apply for post completion OPT.
Case Status Online: www.uscis.gov

On November 3, 2014, we received your Form I-765, Application for Employment Authorization, Receipt Number EAC______, and sent you the receipt notice that describes how we will process your case. Please follow the instructions in the notice. If you do not receive your receipt notice by December 3, 2014, please call Customer Service at 1-800-375-5283. If you move, go to www.uscis.gov/addresschange to give us your new mailing address.
Maintaining status on OPT

• Must be working in job related to field of study
  – Keep records, if unclear obtain a letter!
• F-1 students on OPT **MUST** keep local & permanent addresses current
• Must notify OIE within 10 days of a move
• How?
  – Update SIO: https://s3.as.cmu.edu/sio/index.html
Unemployed Days

• For students on post-completion OPT, you may not be unemployed for more than 90 days.

• Unemployed days do not “count” on pre-completion OPT
Social Security Number (SSN)

- Use Pre-completion OPT I-20 and EAD to apply for an SSN
- Instructions on OIE Website!
- Apply in person at SSN office
- Card mailed in 7-10 days – keep in safe place!
SSN Tips

- Do not apply more than 30 days before the EAD start date.

- Apply anywhere in the US!

- SSN is not work authorization – you can start work without it as long as you have your EAD.
Adding to your I-20 “collection”

- Pre-completion OPT I-20 is your new I-20
- Valid even after summer work
- KEEP old I-20s! Needed for OPT
Travel during summer 2015

- Pre-completion OPT I-20 will be signed for travel
  – Don’t have old I-20s signed!

- *If* you have to renew your visa – you could face a *visa delay!*
  – before work begins...
  – for start of classes in Aug...
Re-entry and I-94

- IF you travel outside of the US (including cruises!) – be sure to check your electronic I-94 record after you re-enter
- Employer needs valid I-94 for payment
- [www.cbp.gov/i94](http://www.cbp.gov/i94)
Finally....

Need more information:

Office of International Education

oie@andrew.cmu.edu
412-268-5231
www.cmu.edu/oie