

The logo for Carnegie Mellon University, featuring the text "Carnegie Mellon University" in a white serif font. The background of the logo area is a dark blue grid of thin, intersecting lines in red, green, and yellow, creating a complex geometric pattern.

**Carnegie
Mellon
University**

Pre-Completion OPT Guide For F-1 Students

OFFICE OF INTERNATIONAL EDUCATION

2020-2021 Edition

Agenda

Carnegie Mellon University Office of International Education

5000 Forbes Ave, Roomer Hall 3rd Floor, Pittsburgh, PA 15213
Phone: (412) 268-5231 • Email: ois@cmu.edu • Web: www.oie.cmu.edu

F-1 Pre-Completion Optional Practical Training Information

- FIRST:**
- READ this application packet [thoroughly](#) including the "Frequently Asked Questions" (page 3).
 - Have your academic advisor/program coordinator complete the Pre-OPT Academic Advisor Recommendation Form
- SECOND:**
- Submit your completed Pre-Completion OPT Request Form through your [MyOIE Portal](#) account (instructions [here](#)).
 - DON'T FORGET** to update your address and personal email/phone number in your [SID account](#)
 - Complete e-form request. **ANY ERRORS** on your Pre-Completion OPT e-form request will be cause for a denial from OIE, and will require you to resubmit all materials to OIE through your MyOIE Portal.
 - OIE will issue a new Pre-Completion OPT I-20 for you in 10 business days recommending Pre-Completion OPT.
 - You will send a photocopy of this new I-20 with your entire Pre-Completion OPT application to USCIS.
- THIRD:**
- Keep copies of everything you mail to USCIS for your own records
 - Prepare all application materials listed below and send by UPS or FedEx.
 - You should also insure your package to USCIS for \$410 dollars (the amount of the application)
 - Mail the materials listed below to USCIS **ONLY** to the address listed in the box below if you are using PA return address on the I-205 form.
 - You will receive a Receipt Notice (form I-797) from USCIS - **SAVE THIS FOR YOUR RECORDS**. The Receipt Notice will have a tracking number (located in the "Receipt Number" box on the I-797). This can be used to follow the progress of your case at www.uscis.gov.
 - Your case will stay in "Initial Review" status until it is approved.
 - USCIS Your Pre-Completion OPT application **MUST** be received by USCIS within 30 days of the issue date as noted on the new Pre-Completion OPT I-20.
- Mailing address using a PA return address on I-205
- | |
|--|
| Using FedEx/UPS:
USCIS
Attn: NFB ACS
2501 S. State Hwy, 121 Business Suite 400 Lewisville, TX 75067 |
|--|
- APPLICATION MATERIALS (submitted in this order):**
- Fee of \$410 - "You can pay by:
 - A US Check or Money Order - payable to the "US Department of Homeland Security." **NO CASH!**
 - A credit card - to pay by credit card you must fill out [Form G-3450](#) and attach it to your application.
 - [Form G-1156](#) - Use the form if you wish to receive email or text confirmation (within 2-3 weeks) of your receipt number from the Lockbox facility. Clip the form to the front of the Post-Completion OPT application.
 - [Two passport photos](#) - Print your name and write your admission number (I-94#) on the back of each photo.
 - NO GLASSES** can be worn in the passport photos. Use powder to prevent glaring and be sure there are no shadows in your photos! You may put the photos and check in an envelope and attach carefully to the front of the I-765 (do not staple photos).
 - Passport photos can be obtained at:

Tanners PA (412-268-4828)	Rev. Aid (412-321-3900)	US Post Office (412-421-1388)
University Center, Lower Level	1100 Murray Avenue	1800 Murray Ave., 2nd Fl.
 - [Form I-765](#) - Follow instructions on how to complete form on page 2. You **MUST** use a new [I-265, 2010](#), or your application will be rejected!
 - A copy (NOT original) of page 1 and 2 of the new Pre-Completion I-20 from OIE with the request for OPT listed on page 2.
 - Sign the new OPT I-20 bottom of page 1.
 - I-20 cannot be more than 30 days old when it arrives at USCIS or OPT will be denied!
 - A copy of ALL previously issued I-20 documents ([signature](#)). If missing I-20(s), write a cover letter.
 - A copy of your [I-94 record](#).
 - Printout of the electronic [I-94 record](#) - **Do Not send a copy of your "Travel History Page"**
 - A copy of the photo page (identification page) and expiration date page of your passport.
 - A copy of the most recent F-1 visa sticker in your passport (even if expired).
 - A copy of any previous Employment Authorization Document (EAD) OPT card, if you have had one.

Topics That Will Be Discussed:

1. Outline OPT Basics
2. Review Application Process & Timing
3. Questions?

***READ THE OIE OPT
HANDOUT!***

What Is Pre-Completion OPT?

- Pre-Completion OPT is a form of temporary US work authorization. This work authorization is a way for F-1 students to gain practical training directly related to the student's field of study.

Types Of OPT

- **Pre-Completion**
- Post-Completion
- STEM Extension

Pre-OPT *Can* Be

- **Part-time (PT)**
 - (20 hours a week or less)
- OR*
- **Full-time (FT)**
 - (20 hours a week or more)
 - ONLY allowed FT during official breaks and vacations

Pre-OPT *Must* Be

- Part-time (less than 20 hours per week) during academic year
- Directly related to *YOUR* field and level of study

Important Reminders

During your Pre-Completion OPT period:

- You remain in F-1 Status (OPT is not a status, it is a benefit of your F-1 Status)
- CMU/OIE still holds your SEVIS record, so we remain your advisors
- You must still be an activate full-time student in your CMU program

What work can you do during Pre-completion OPT?

- **Must** be related to *YOUR* field and level of study
- Paid, unpaid, volunteer, contract
- Job title doesn't matter... **BUT** the nature of the work does

**NO JOB OFFER
NEEDED
to apply for
Pre-Completion
OPT!**



What Do Immigration Rules Define As Employment?

The below are types of employment that are acceptable while on Pre-Completion OPT:

- Multiple employers.
- Short-term multiple employers (performing artists).
- Work for hire.
- Self-employed business owner.
- Employment through an agency or consulting firm.
- Paid employment.
- Unpaid employment.*

A student may work as a [volunteer](#) or [unpaid intern](#), where this practice does not violate any labor laws. A student must be able to provide evidence (job offer letter, etc.) acquired from the student's employer to verify that the student worked "X Hours" per week during their period of employment.



How Is OPT Time Used/Counted?

Immigration rules state that OPT:

- *Is allowed for a period of 12 months, per higher degree level (for Pre and Post OPT combined)*
 - i.e. Students cannot have 12 months of Pre-Completion OPT, and then apply for Post-Completion OPT.
 - **Once USCIS approves OPT, then the OPT benefit is considered used! Even if you do not use the full Pre-Completion OPT time requested.**
 - Full-time Pre-OPT allowed when school is **NOT** in session
 - Part-time Pre-OPT allowed when school is in session (no more than 20 hours per week)



Doctoral Degree
↑
Master's Degree
↑
Bachelor's Degree



~~Doctoral Degree
↓
Master's Degree
↓
Bachelor's Degree~~

IMPORTANT! Choosing OPT Dates!

Choose OPT Dates *CAREFULLY!*

- *YOU CANNOT CHANGE OPT DATES* after you have mailed your OPT Application to USCIS.

OPT Pending?

- *NO WORK* without your approved EAD Card!

NOTE:

- Full-time Pre-Completion OPT is deducted from the 12 months of total OPT time at 100%
 - can only be used in the summer/official school breaks!
- Part-time Pre-Completion OPT deducted from the 12 months of total OPT time at ½ rate



IMPORTANT! Choosing OPT Dates!

If your Pre-Completion OPT takes place during your last semester, your Post-Completion OPT application may need to be filed while waiting for Pre-Completion OPT approval.

2 SEPARATE APPLICATIONS must be filed:

- 1 for Pre-Completion OPT
- 1 for Post-Completion OPT
 - Same time frame for approval
 - 2 fees!
 - If Pre-OPT is not approved yet, you must deduct **requested** Pre-OPT time when determining Post-OPT dates



Pre-OPT Application – Three Step Process

1

Complete and submit the “Pre-Completion Optional Practical Training Request e-Form” through your [MyOIE Portal](#).

- The e-form request must include the “[Pre-Completion OPT Academic Advisor Recommendation Form](#)”, which must be completed and signed by your program coordinator or academic advisor.
-

2

OIE will create you a new I-20

- The new I-20 will have your Pre-Completion OPT request listed on page 2.
 - Remember, new immigration documents take 5 to 10 business days for OIE to process.
-

3

Gather all the needed documents and mail your application to USCIS

- After you have mailed your Pre-OPT application to USCIS, Pre-OPT dates you requested **CANNOT** be changed!
 - [Processing Times](#) for Pre-OPT applications – 3 to 5 months.
-

Timing of Your OPT Application



Be aware of USCIS [processing times](#)!

- USCIS typically takes 3 to 5 months to approve OPT applications...
 - *...or longer* if application is returned, something is missing, etc.
- Always check the USCIS website for [processing times](#). Select "I-765...", and "Potomac Service Center" from the drop-down menus.

NOTE: OPT APPLICATIONS *CANNOT* BE EXPEDITED!



"What Dates Can I Choose For My Pre-OPT Application?"

- Start date: Start date of employment
- End date: End date of employment (can't go past program end date listed on your I-20)
 - Summer: OPT can start after classes/finals end and must end before start of fall term



NO WORK until you have received your EAD Card and you are within start and end dates on the card!

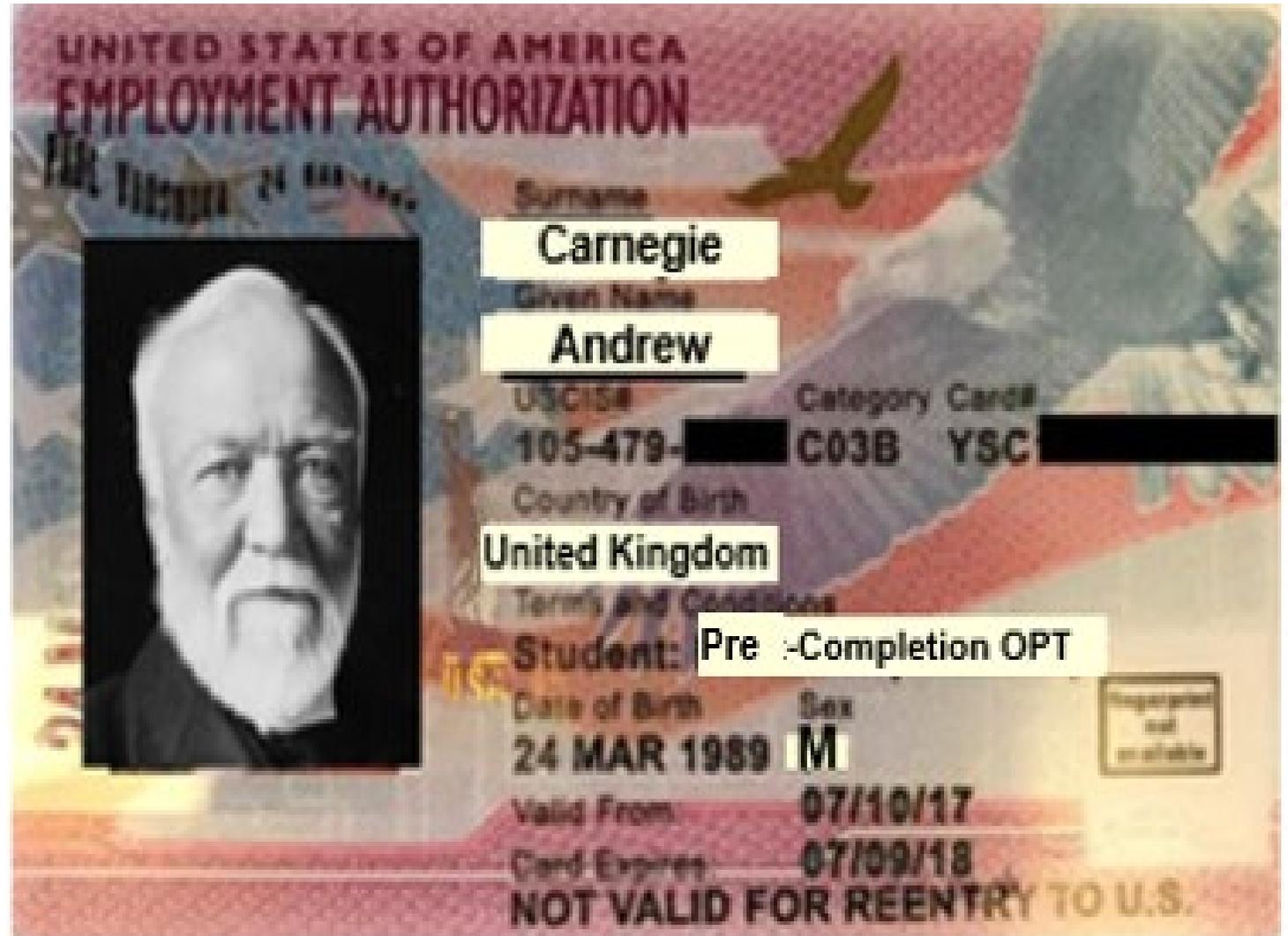


THE GOAL?

An approved Employment Authorization Document (EAD Card)

NOTE: You can only *legally* work in the U.S. when:

- You have received your EAD Card, *and*
- You are within the dates listed on the card

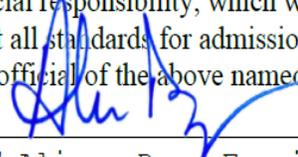


IMPORTANT! The 30-Day OPT I-20 Rule!

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(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

X


SIGNATURE OF: Alison Day, Foreign Student and Scholar
Advisor

DATE ISSUED

30 July 2020

PLACE ISSUED

Pittsburgh, PA

- Your OPT application MUST be received by USCIS *within 30 days* of the date your OPT I-20 is issued.
- If I-20 is received by USCIS more than 30 days after its issuance date, your OPT application will be *DENIED*.
- You must be ready to file OPT application when you turn in your MyOIE e-Form Request!

MyOIE Portal – OPT e-Form Request

1

REMEMBER – YOU SHOULD READ THE PRE-COMPLETION OPT [INSTRUCTIONS](#) BEFORE YOU SUBMIT THIS E-FORM!*

2

Login to your [MyOIE Portal](#) account:

- Click “F-1 Practical Training”
- Click “Pre-Completion Optional Practical Training Request Form”

3

Next complete the Pre-Completion OPT e-form as required

- Remember, it takes OIE 5 to 10 business days to process immigration documents.

 **Secure Online Session**
Andrew Carnegie
Campus: CMU
Network ID: [acarnegie](#)

MyOIE Home Page	
<input type="checkbox"/>	F-1 Practical Training
	Curricular Practical Training Request Form
	Post-Completion Optional Practical Training Request Form
	Pre-Completion Optional Practical Training Request Form
	Report Post-Completion OPT Employer/Address Update
<input type="checkbox"/>	F-1 Student Services
<input type="checkbox"/>	Orientation
<input type="checkbox"/>	Pre-Arrival
Logout of MyOIE	

MyOIE Portal – OPT e-Form Request

4

Confirm your current residential address

- If the residential address listed is incorrect, then you must STOP filling in your e-form, login to [SIO](#), and update your current residential address – *BEFORE* – submitting your OPT e-form request.

5

Next complete the Pre-OPT e-form as required

- US address, Passport Expiration (Passport *MUST* be valid), **Pre-OPT Start and End Dates you are requesting**, Department, Do you have multiple majors/degrees, Have you had OPT before, etc.

6

Finally, you must upload the required documents, confirm how you want to receive your OPT I-20, and you must *CERTIFY* that all the information you submitted is accurate and correct.

- NOTE: Due to the COVID-19 Pandemic, OPT I-20s will be delivered through email until further notice.**

REQUIRED INFORMATION

Requested OPT Start Date: *

Requested OPT End Date: *

Full-time or Part-time: *

Full Time: more than 20 hours per week
Part Time: 20 hours or less per week

Academic Department (at CMU): *

Do you have a secondary major or are in a dual degree program? * YES NO

Have you applied for OPT before? * YES NO

[I-94 record](#) (NOT Travel History): * No file chosen

[Academic Advisor Form](#): * No file chosen

How would you like to receive your new I-20? *

STUDENT CERTIFICATION

Providing materially false, fictitious, or fraudulent information may subject you to criminal prosecution under 18 U.S.C.1001. Other possible criminal and civil violations may also be applicable.

- I certify that I have read and understand the OPT portion of the [OIE website](#). *
- I certify the accuracy of the information provided in this form and its attachments. *

If needed, you can save this e-form as a DRAFT

* required fields

[More Information about Pre-Completion Optional Practical Training](#)

OPT e-Form Request Documents To Upload

1. Copy of previously issued EAD Card (s)
2. Copy of most recent [I-94 Record](#) (*NOT* Travel History)
 - Confirm information on your I-94 Record is correct!
 - Contact [OIE](#) if there are any mistakes!



 **U.S. Customs and Border Protection**
Securing America's Borders

OMB No. 1651-0111
Expiration Date: 11/30/2014

Get I-94 Information **I-94 FAQ**

Most Recent I-94

Admission (I-94) Record Number: 280410763 GBR45678911

Most Recent Date of Entry: 2014 May 18

Class of Admission: F1

Admit Until Date: D/S

Details provided on the I-94 Information form:

Last/Surname: Carnegie

First (Given) Name: Andrew

Birth Date: 12/31/1979

Passport Number: GBR45678911

Country of Issuance: United Kingdom

▶ Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

▶ If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

OPT e-Form Request Documents To Upload

3. Finally, you must upload a completed & signed Academic Advisor [Pre-OPT Recommendation Form](#)

Bachelors and Masters Students:
Term You Will Graduate

This is to certify that _____ will receive the degree of _____ in
(Student's Full Name) (Degree Level)
the field/major of _____ and is expected to complete all requirements for the
(Field of Study/Major)
degree at the end of _____ Term Or (**PhD's ONLY**) on this specific date: _____
(Fall/Spring/Summer) (mm/dd/yyyy *actual completion)

PhD Students:
Exact Completion Date, if different from end of term

(Name of Academic Advisor/Authorized Department Personnel - Print)

(Telephone Number and/or email address)

(Signature of Academic Advisor/Authorized Department Personnel)

(Date)

Your academic advisor completes this section.

"I Submitted My OPT e-Form Request. Now What?"



It will take OIE 5 to 10 business days to process your new Pre-OPT I-20

- You will receive an email once your Pre-OPT I-20 is ready.
- However, your Pre-OPT I-20 will not be processed more than 5 days prior to the earliest date your Pre-OPT application can reach USCIS. SEVP recommends that you apply for Pre-Completion OPT no earlier than 90 days before your requested OPT employment start date.



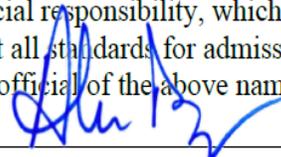
Remember the 30-Day OPT I-20 Rule!

- Be ready to file Pre-OPT application when you turn in your MyOIE e-Form Request (30-day rule)!

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(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

X

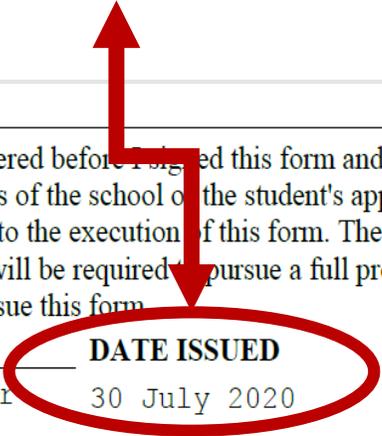

SIGNATURE OF: Alison Day, Foreign Student and Scholar
Advisor

DATE ISSUED

30 July 2020

PLACE ISSUED

Pittsburgh, PA



“I Submitted My OPT e-Form Request. Now What?”

✓ CHECK YOUR PRE-OPT I-20 FOR *ACCURACY!*

✓ You will find your Pre-OPT Requested Dates listed on page 2 of your new Pre-OPT I-20.

✓ Once your Pre-Completion OPT period has begun, the Travel Signature on your most recently issued I-20 is only valid for 12 months.

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
Pre-Completion OPT	Part Time	REQUESTED	31 August 2020	23 December 2020

AUTHORIZED REDUCED COURSE LOAD

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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
Alison Day	DSO	X 	09/24/2020	Pittsburgh, PA
		X		
		X		
		X		

What Do I Include With My Application?

“What Do I Include With My Application?”

Carnegie Mellon University
Office of International Education

5000 Forbes Ave, Posner Hall 1st Floor, Pittsburgh, PA 15213
Phone: (412) 268-5231 • Email: oei@andrew.cmu.edu • Web: www.cmu.edu/oei

F-1 Pre-Completion Optional Practical Training Information

FIRST:

- READ this application packet *thoroughly* including the “Frequently Asked Questions” (page 3).
- Have your academic advisor/program coordinator complete the Pre-OPT Academic Advisor Recommendation Form

SECOND:

- Submit your completed Pre-Completion OPT Request Form through your [MyOIE Portal](#) account (instructions [here](#)).
 - DON'T FORGET** to update your address and personal email/phone number in your [SID account](#)
 - Complete e-form request. **ANY ERRORS** on your Pre-Completion OPT e-form request will be cause for a denial from OIE, and will require you to resubmit all materials to OIE through your MyOIE Portal.
- OIE will issue a new Pre-Completion OPT I-20 for you in 10 business days recommending Pre-Completion OPT.
- You will send a photocopy of this new I-20 with your entire Pre-Completion OPT application to USCIS.

THIRD:

- Keep copies of everything you mail to USCIS for your own records!
- Prepare all application materials listed below and send by UPS or FedEx.
 - You should also insure your package to USCIS for \$470 dollars (the amount of the application)
- Mail the materials listed below to USCIS (ONLY to the address listed in the box below if you are using PA return address on the I-765 form).
 - You will receive a Receipt Notice (form I-797) from USCIS - **SAVE THIS FOR YOUR RECORDS**. The Receipt Notice will have a tracking number (located in the “Receipt Number” box on the I-797). This can be used to follow the progress of your case at www.uscis.gov.
 - Your case will stay in “Initial Review” status until it is approved.
- USCIS Your Pre-Completion OPT application MUST be received by USCIS within 30 days of the issue date as noted on the new Pre-Completion OPT I-20.

Mailing address using a PA return address on I-765

Using FedEx/UPS: USCIS Attn: NFB AOS 2501 S. State Hwy, 121 Business Suite 400 Lewisville, TX 75067
--

APPLICATION MATERIALS (submitted in this order):

- Fee of \$410. You can pay by:
 - A US Check or Money Order** - payable to the “US Department of Homeland Security.” **NO CASH!**
 - A credit card** - to pay by credit card you must fill out [Form G-1450](#) and attach it to your application.
- [Form G-1450](#). Use this form if you wish to receive email or text confirmation (within 2-3 weeks) of your receipt number from the Lockbox facility. Clip the form to the front of the Post-Completion OPT application.
- [Two passport photos](#). Print your name and write your admission number (9449) on the back of each photo.
 - NO GLASSES** can be worn in the passport photos. Use powder to prevent glazing and be sure there are no shadows in your photos! You may put the photos and check in an envelope and attach carefully to the front of the I-765 (do not staple photos).
 - Passport photos can be obtained at:

Tandem Ink (412) 268-4228	University Center, Lower Level	Rite Aid (412) 521-3900	1700 Murray Avenue	US Post Office (412) 621-1888	1800 Murray Ave., Sq. Hill
---------------------------	--------------------------------	-------------------------	--------------------	-------------------------------	----------------------------
- [Form I-765](#) (follow instructions on how to complete form on page 2). You MUST use a new [I-765 Form](#), or your application will be rejected!
- A copy (NOT original) of page 1 and 2 of the new Pre-Completion I-20 from OIE with the request for OPT listed on page 2.
- Sign the new OPT I-20 bottom of page 1.
 - I-20 cannot be more than 30 days old when it arrives at USCIS or OPT will be denied!
- A copy of ALL previously issued I-20 documents ([signed](#)). If missing I-20(s), write a cover letter.
- A copy of your [I-94 record](#).
 - Instead of the electronic [I-94 record](#) - Do not send a copy of your “Travel History Page”
- A copy of the photo page (identification page) and expiration date page of your passport.
- A copy of the most recent F-1 visa sticker in your passport (even if expired).
- A copy of any previous Employment Authorization Document (EAD/OPT card, if you have had one).

Include **ALL** the materials listed on OIE's [Pre-Completion OPT Instructions](#)

What To Include?:

- ✓ [G-1145 Form](#)
- ✓ *Check (payable to U.S. Department of Homeland Security) **OR**, [Form G-1450](#) – to pay by Credit Card. The fee amount is found on the [USCIS website](#). Click the ‘Filing Fee’ tab.
- ✓ Two U.S. passport-sized photos (No Glasses)
- ✓ Completed, signed [I-765 Form](#)
- ✓ Copies of all I-20s issued to you from your current degree level
- ✓ Copy of VALID passport
- ✓ Copy of F-1 visa sticker
- ✓ Copy of most recent [I-94 Record](#)
- ✓ Copy of previous EAD (if you’ve applied for OPT before)

G-1145 Form

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

Applicant/Petitioner Full Last Name Your LAST NAME	Applicant/Petitioner Full First Name Your First Name	Applicant/Petitioner Full Middle Name Your Middle Name
E-mail Address xxxxxx@gmail.com		Mobile Phone Number (Text Message) 412-123-4567

- G-1145 Form:

- Should be the 1st page of your OPT application
- Free to file
- More like 2-4 weeks...
- Disregard the forms expiration date but be sure to download from uscis.gov [website](#).

When Will I Be Notified?

We will send the e-Notification within
24 hours after we accept your application

USCIS

Form G-1145
Expires 9/26/14 Y

A Personal Check

Prepare Your Check Following the Format of the Image Below

- NOTE: There are different options for paying the I-765 Fee. You can find additional information about this on the USCIS [website](#).
- Checks must be issued by a U.S. bank.
- Confirm the fee amount on the [USCIS website](#). Click 'Filing Fee'

Your Name
123 Street Name
City, State, Zip Code
(123) 456-7890

1025

DATE mm/dd/yyyy

PAY TO THE ORDER OF U.S. Department of Homeland Security \$ XXX.XX

Write out the dollar amount in words here. _____ DOLLARS

MEMO Form I-765 for SEVIS #N000XXXXXX

Sign Your Name Here

⑆000000000⑆ ⑆000000000⑆ 1025

A Personal Check

Prepare Your Check Like The Image Below

Leave the back of the check **BLANK**



G-1450 Form

Applicant's/Petitioner's/Requester's Information (Full Legal Name)		
Given Name (First Name)	Middle Name (if any)	Family Name (Last Name)
Credit Card Billing Information (Credit Card Holder's Name as it Appears on the Card)		
Given Name (First Name)	Middle Name (if any)	Family Name (Last Name)
Credit Card Holder's Billing Address:		
Street Number and Name	Apt. Ste. Flr. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Number
City or Town	State	ZIP Code
Credit Card Holder's Signature and Contact Information:		
Credit Card Holder's Signature		
Credit Card Holder's Daytime Telephone Number	Credit Card Holder's Email Address	
Credit Card Information		
Credit Card Number	Credit Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover	Authorized Payment Amount
Credit Card Expiration Date (mm/yyyy)		\$ <input type="text"/> .00

Form G-1450 01/04/18 Page 1 of 1

"Petitioner" is person applying for the OPT.

Card Holders Information

- Can be your information or a friends → enter that information here.
- Make sure "Card Holder" SIGNS the form!

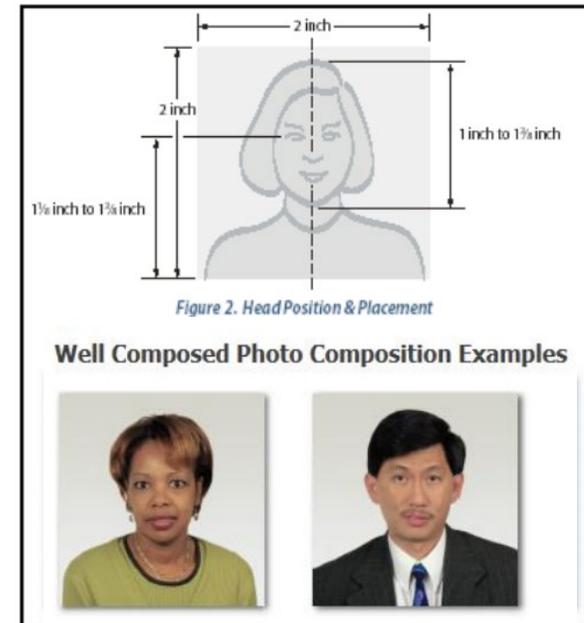
If you wish to pay by credit card – please fill-out at attached the [G-1450 Form](#) to your application.

US Banks ONLY!
Type or Print in Black Ink

Photos

OIE Cannot Check Photos!

- Write your name *AND* I-94 # on the back of the photos!
 - Write lightly – don't damage the photo!
- Make sure they are the correct size!
- **Photos taken within past 30 days!**
- NO glasses!
- White or off-white background with no shadows!
- You can include your check & photos in a white envelope, marked with your name and I-94 number.
- Attach envelope to application
- Do not staple photos!



Form I-765

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.)

Check the box:

- “Permission to accept employment...”

Form I-765

Part 2. Information About You

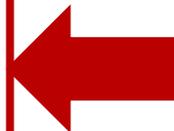
Your Full Legal Name

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

1.a: Last name
1.b: First name
1.c: Middle Name
(If No Middle Name – Leave Blank)



Only complete this section if your name has legally changed. i.e. You updated your passport with a new name, etc.



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

Form I-765

Follow the below instructions *ONLY* if you will use a friend or family member's address on the I-765.

- If you will change addresses within the next 3 to 5 months, you are advised to list the address of a trusted friend or family member.
- If you choose to enter your friend or family member's address, you *MUST* fill in 5.a, 5.b, 5.c, 5.d, 5.e with this person's U.S. name and address.
- *You would then check box "NO"*

- You will enter *YOUR* current U.S. address to where you are living at the time you submit your application to USCIS.
- *NOTE: YOU CANNOT USE OIE'S ADDRESS!*

Part 2. Information About You (continued)

Your U.S. Mailing Address

- 5.a. In Care Of Name (if any)
- 5.b. Street Number and Name
- 5.c. Apt. Ste. Flr.
- 5.d. City or Town
- 5.e. State 5.f. ZIP Code
[\(USPS ZIP Code Lookup\)](#)
6. Is your current mailing address the same as your physical address?
 Yes No

NOTE: If you answered "No" to **Item Number 6.**, provide your physical address below.

U.S. Physical Address

- 7.a. Street Number and Name
- 7.b. Apt. Ste. Flr.
- 7.c. City or Town
- 7.d. State 7.e. ZIP Code

Form I-765

If you know that you *WILL BE* at your current address for 3 to 5 months after submitting your OPT application to USCIS – then follow the directions below.

- Enter a US address (where you will be located in the next 3 to 5 months)
- You would check box **“YES”** – if this is the same as your current physical address.

- Leave Blank – *ONLY* if address is the same as listed above!

Part 2. Information About You (continued)

Your U.S. Mailing Address

- 5.a. In Care Of Name (if any)
- 5.b. Street Number and Name
- 5.c. Apt. Ste. Flr.
- 5.d. City or Town
- 5.e. State 5.f. ZIP Code
[\(USPS ZIP Code Lookup\)](#)
6. Is your current mailing address the same as your physical address?
 Yes No

NOTE: If you answered “No” to **Item Number 6.**, provide your physical address below.

U.S. Physical Address

- 7.a. Street Number and Name
- 7.b. Apt. Ste. Flr.
- 7.c. City or Town
- 7.d. State 7.e. ZIP Code

Form I-765

8. If you have an [A-Number](#), enter that information here. If not, or if you lost this information, then you can leave this blank

9. Leave Blank

10. Check Gender Listed On Your Passport

11. Check Marital Status

12. Have You Filed an I-765 Before?

- Check The Appropriate Answer



Other Information

8. Alien Registration Number (A-Number) (if any)
▶ A-
9. USCIS Online Account Number (if any)
▶
10. Gender Male Female
11. Marital Status
 Single Married Divorced Widowed
12. Have you previously filed Form I-765?
 Yes No
- 13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?
 Yes No

NOTE: If you answered “No” to **Item Number 13.a.**, skip to **Item Number 14.** If you answered “Yes” to **Item Number 13.a.**, provide the information requested in **Item**

Form I-765

13.a: Do you have a Social Security Number?

Check Appropriate Answer

- If you check **YES** → then go to 13.b: Enter SSN Number.
- **ONLY** If you check **NO** for 13.a, and would like an SSN Number/Card → Then complete questions 14, 15, 16.a to 17.b
 - NOTE: The SSN Number/Card will be mailed to the address input on "Part 2, questions 5.a, 5.b, 5.c, 5.d. 5.e " after your EAD Card has been approved.



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

Yes No

NOTE: If you answered "No" to **Item Number 13.a.**, skip to **Item Number 14.** If you answered "Yes" to **Item Number 13.a.**, provide the information requested in **Item Number 13.b.**

13.b. Provide your Social Security number (SSN) (if known).

▶

14. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to **Item Number 15.**, **Consent for Disclosure**, to receive a card.)

Yes No

NOTE: If you answered "No" to **Item Number 14.**, skip to **Part 2., Item Number 18.a.** If you answered "Yes" to **Item Number 14.**, you must also answer "Yes" to **Item Number 15.**

15. 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

NOTE: If you answered "Yes" to **Item Numbers 14. - 15.**, provide the information requested in **Item Numbers 16.a. - 17.b.**

Form I-765

18.a: Enter Country of Passport

18.b: Leave Blank – *Unless* – You Hold Two Passports

19.a: to 19.c: Enter Needed Information

20: Enter Date of Birth (mm/dd/yyyy)

Your Country or Countries of Citizenship or Nationality

List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in **Part 6. Additional Information.**

18.a. Country

18.b. Country

Place of Birth

List the city/town/village, state/province, and country where you were born.

19.a. City/Town/Village of Birth

19.b. State/Province of Birth

19.c. Country of Birth

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

Form I-765

21.a: Write in I-94 Number

<https://i94.cbp.dhs.gov/I94/#/home>

21.b: Passport Number

21.c: Leave Blank

21.d: Enter Country on Passport

21.e: Passport Expiration Date (*Passport MUST BE VALID*)

22 and 23: *Refer to your latest POE stamp in your passport

NOTE: U.S. Point of Entry ([POE](#)) outside U.S. is allowed!
This is where you *entered* through immigration.
Can be the full city name or the abbreviation!

24: *"F-1 Student" **(This could be different if you changed your status inside the US. Contact OIE with questions.)**

25: "F-1 Student"

26: SEVIS Number



Information About Your Last Arrival in the United States

- 21.a. Form I-94 Arrival-Departure Record Number (if any)
- 21.b. Passport Number of Your Most Recently Issued Passport
- 21.c. Travel Document Number (if any)
- 21.d. Country That Issued Your Passport or Travel Document
- 21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)
22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)
23. Place of Your Last Arrival Into the United States
24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)
25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)
26. Student and Exchange Visitor Information System (SEVIS) Number (if any)

Form I-765

27: Write Pre-Completion OPT code: (c)(3)(A)

Information About Your Eligibility Category

27. Eligibility Category. Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

() () ()

- SKIP Questions 28 through 31.b
- Check Options 1.a to 2 As They Apply To You

3: Current US Phone Number

4: Current US Mobile Number

5: Current "Personal" Email Address (*NOT an Andrew Email Address*)

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

NOTE: Read the **Penalties** section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

Applicant's Statement

NOTE: Select the box for either **Item Number 1.a.** or **1.b.** If applicable, select the box for **Item Number 2.**

- 1.a. I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.
- 1.b. The interpreter named in **Part 4.** read to me every question and instruction on this application and my answer to every question in a language in which I am fluent, and I understood everything.
2. At my request, the preparer named in **Part 5.**, prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

3. Applicant's Daytime Telephone Number
4. Applicant's Mobile Telephone Number (if any)
5. Applicant's Email Address (if any)
6. Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

Form I-765

Sign within lines
in dark blue ink after
printing the
completed form.



Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature (continued)

Applicant's Declaration and Certification

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
- 2) All of this information was complete, true, and correct at the time of filing.

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.

Applicant's Signature

7.a. Applicant's Signature

7.b. Date of Signature (mm/dd/yyyy)

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

NOTE: You will sign your I-765 Form in Part 3 (Page 5), but you should **ONLY** complete Part 4, Part 5 and Part 6 **IF** they apply to you! If they **DO NOT** apply, then leave Part 4, Part 5 and Part 6 **BLANK**.

For Part 6 -> See next slide for an example.

NOTE: You **MUST INCLUDE** all 7 pages of the I-765 Form in your OPT application to USCIS.

Form I-765

Part 6 - Page 7

If you have ever had **ANY** of the following:

- ✓ Curricular Practical Training (CPT)
- ✓ Optional Practical Training (OPT)
- ✓ Previous SEVIS ID Number

Then, complete 1.a, 1.b, and 1.c → Leave #2 Blank and then follow the example picture with **YOUR** information.

(if applies to you) 3.a. and 4.a write:

- Page Number – 3
- Part Number – 2
- Item Number – 27

(if applies to you) 5.a write:

- Page Number – 3
- Part Number – 2
- Item Number – 26

If none of the above applies to you, then leave pg 7 blank and draw a diagonal line across pg 7.

REMEMBER, YOU MUST INCLUDE ALL 7 PAGES OF THE I-765 FORM IN YOUR OPT APPLICATION TO USCIS!

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) ▶ A-

3.a. Page Number 3.b. Part Number 3.c. Item Number

3.d. CPT Authorization(s):
 Masters, Full-Time, CPT with:
 Sparksoft: 5/25/2016 to 8/26/2016
 Masters, Part-Time, CPT with:
 TechWorld 5/25/2017 to 8/26/2017

4.a. Page Number 4.b. Part Number 4.c. Item Number

4.d. OPT Authorization(s):
 Bachelors Post-Completion OPT
 5/25/2014 to 5/25/2015
 Masters, Part-Time, Pre-Completion
 OPT, Part-Time
 8/27/2017 to 12/18/2017

5.a. Page Number 5.b. Part Number 5.c. Item Number

5.d. Previous SEVIS ID Number(s):
 Bachelors 8/30/2010 to 5/20/2014
 N00000012345

6.a. Page Number 6.b. Part Number 6.c. Item Number

6.d. **EXAMPLE**

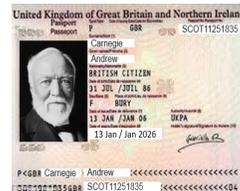
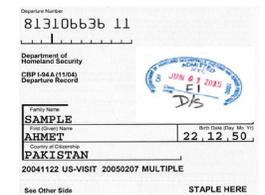
7.a. Page Number 7.b. Part Number 7.c. Item Number

7.d.

Additional Required Documents – *Photocopies*



- I-94 Record [Printout](#)
- *OR* a photocopy of White I-94 Card (front & back)



- Photocopy of your *VALID* passport photo page *AND*
- Photocopy of your most recent F-1 Visa Sticker



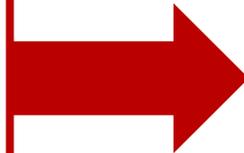
- *ALL* I-20s from your current degree level, including your new OPT I-20. Remember to *Sign* all I-20s before photocopy them!



Optional Cover Letter

Cover letter *NOT* required, unless something is missing, or further explanation is required:

- Missing I-20
- Missing EAD



Sample OPT Cover Letter

[DATE OF REQUEST]

[STUDENT NAME]:
[SEVIS ID NUMBER]:
[OPT REQUESTED: PRE or POST-COMPLETION or STEM]
[OPT DATES REQUESTED]:

Dear USCIS Officer:

Please accept this cover letter for my F-1 [PRE or POST-COMPLETION or STEM] Practical Training request. I am writing this letter because [REASON FOR LETTER].

Enclosed, please find my [PRE or POST-COMPLETION or STEM] application materials

Please contact me if you require additional information or documentation to process this request.

Sincerely,

[SIGNATURE OF STUDENT]

[NAME OF STUDENT]

Dependents in F-2 Status

- F-2 dependents will receive a new I-20 as well
 - F-2 documents **DO NOT** need to be submitted in your OPT application
- F-2 dependent(s) **Must ALWAYS Travel** with:
- Their F-2 OPT I-20, and copies of the F-1's immigration documents:
 - OPT I-20
 - EAD card(s)
 - Job Offer Letter

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: N0029605728			
SURNAME/PRIMARY NAME		GIVEN NAME	Class of Admission
PREFERRED NAME		PASSPORT NAME	F-2 ACADEMIC AND LANGUAGE
COUNTRY OF BIRTH		COUNTRY OF CITIZENSHIP	
DATE OF BIRTH		ADMISSION NUMBER	
FORM ISSUE REASON CONTINUED ATTENDANCE		LEGACY NAME	
SCHOOL INFORMATION			
SCHOOL NAME Carnegie Mellon University Carnegie Mellon University		SCHOOL ADDRESS 8000 Forbes Avenue, Pittsburgh, PA 15213	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Allison Day Foreign Student and Scholar Advisor		SCHOOL CODE AND APPROVAL DATE P81214F10187000 14 JANUARY 2020	
PROGRAM OF STUDY			
EDUCATION LEVEL MAJORS	MAJOR 1 Information Technology 11.0103	MAJOR 2 None 00.0000	
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 14 JULY 2019	
START OF CLASSES 15 AUGUST 2019	PROGRAM START/END DATE 15 AUGUST 2019 - 14 MAY 2020		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 12 MONTHS		STUDENT'S FUNDING FOR: 12 MONTHS	
Tuition and Fees	\$ 78,882	Personal Funds	\$ 0
Living Expenses	\$ 20,858	Funds From This School	\$
Expenses of Dependents (0)	\$ 0	Family Funds	\$ 101,289
Health Insurance, Books, Supplies	\$ 4,882	On-Campus Employment	\$
TOTAL	\$ 104,622	TOTAL	\$ 101,289
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(f)(6). I am a designated school official of the above named school and am authorized to issue this form.			
X	SIGNATURE OF: Allison Day, Foreign Student and Scholar Advisor	DATE ISSUED 20 January 2020	PLACE ISSUED Pittsburgh, PA
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	SIGNATURE OF	DATE	
	X		
NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country)	DATE

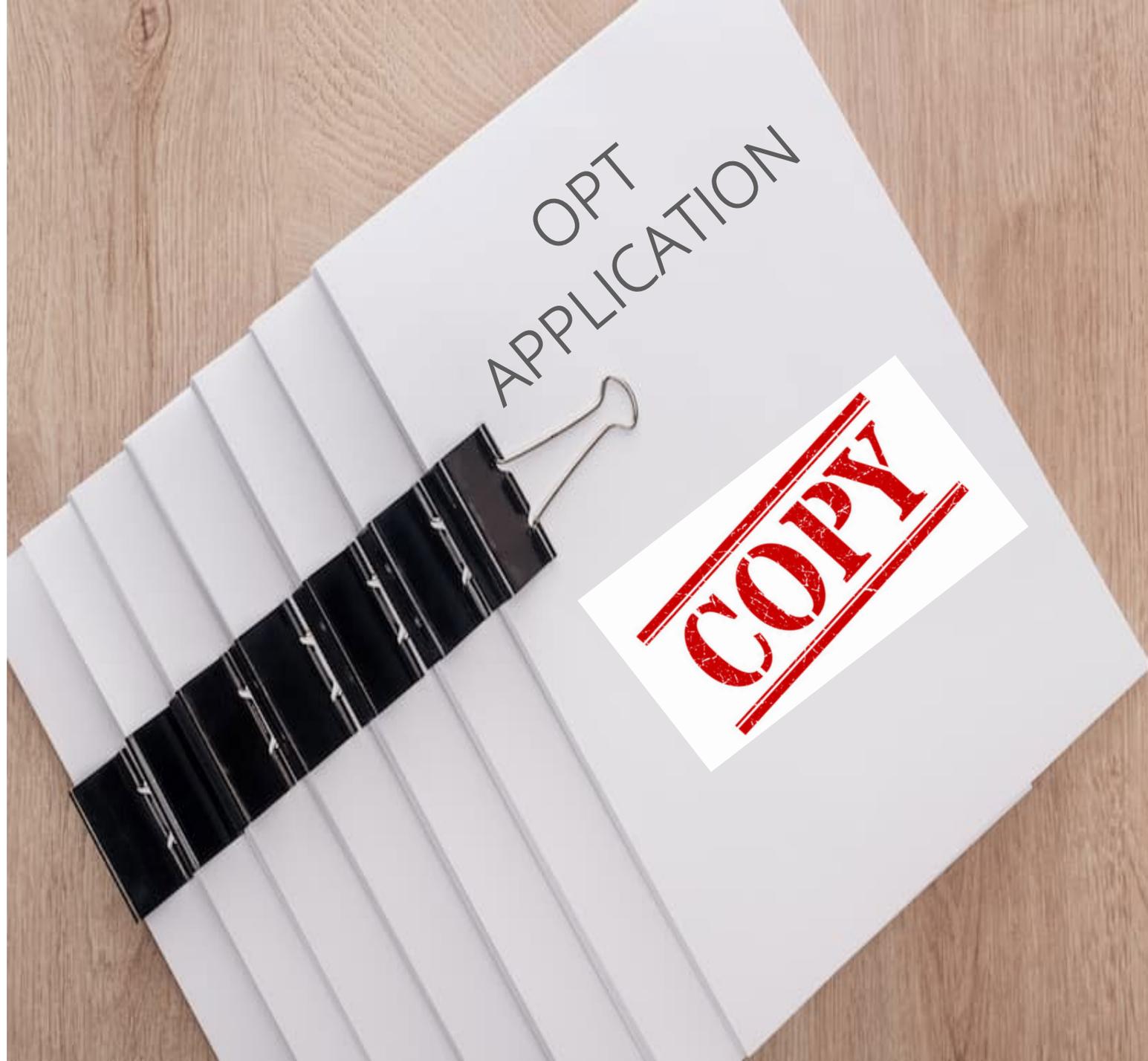
Double Check Your OPT Application!

AND



Make a copy of your
ENTIRE OPT Application!
(Including Your Payment!)

You may need this
information in the future!
Scan, copy, etc.



BEFORE You Mail Your Application...

DOUBLE CHECK EVERYTHING!

- Did you check that you are using the most recent/updated [I-765 Form](#)?
- Did you check the box at the top of the I-765 Form (page 1) indicating what you are applying for?
- Did you sign and date your I-765 Form on page 5?
- Did you include all 7 pages of the I-765 Form?
- Did you check the USCIS [website](#) to make sure that your application [fee](#) is correct?
- Did you check the F-1 I-765 mailing instructions on the USCIS [website](#)?



**KEEP
CALM
AND**

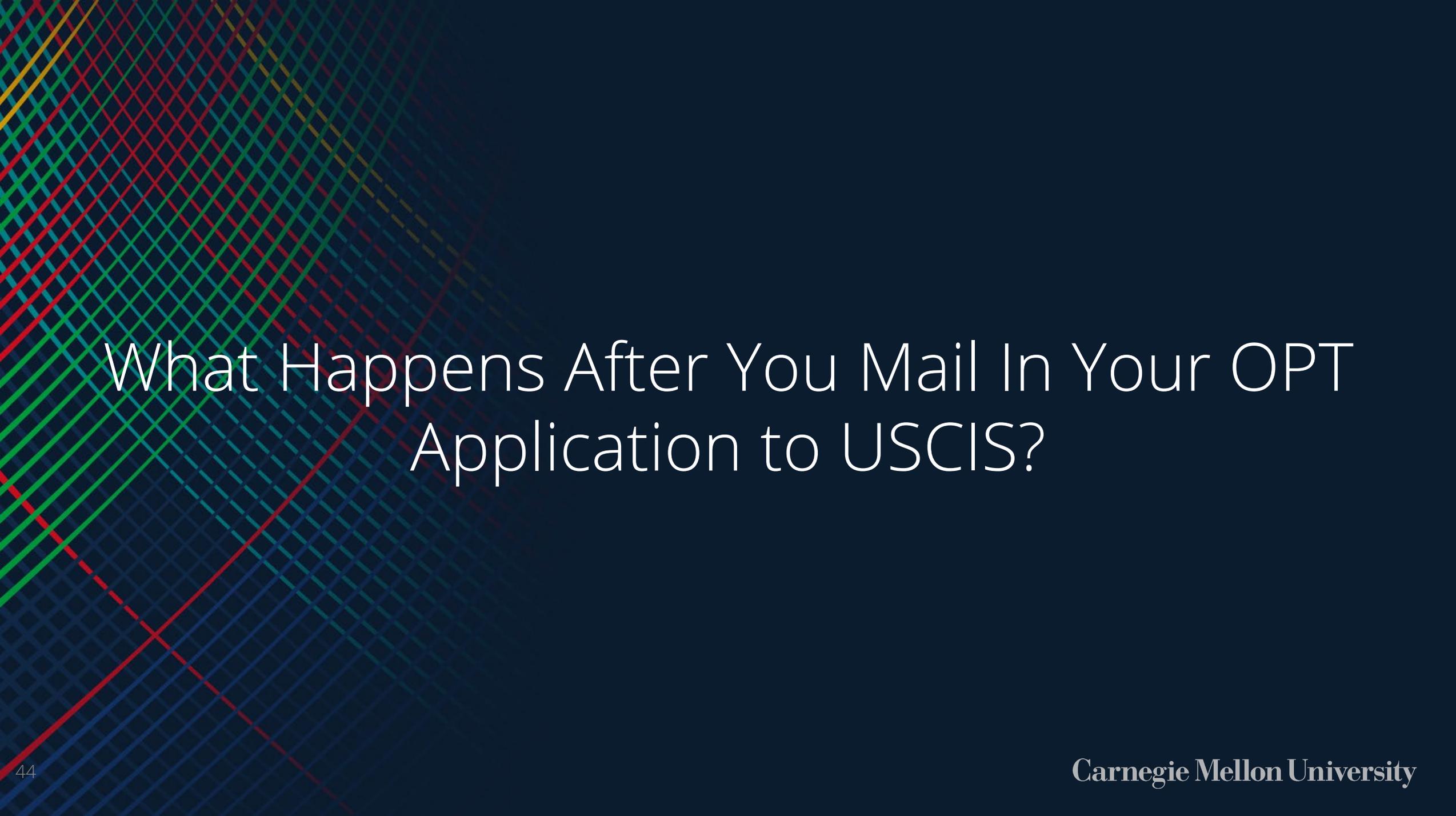
**DOUBLE CHECK
YOUR WORK**

Mailing OPT Application – FedEx/UPS

NOTE: OPT Applications ***MUST*** be mailed from within the United States!

- Make sure that you checked the F-1 (I-765) mailing instructions on the USCIS [website](#)?
 - Click on “Foreign Students” and see the row with
 - ‘F-1 Optional Practical Training’ for the most up to date mailing address.
 - Note the distinct mailing address for FedEx, UPS deliveries.
- OIE recommends using Express Mail (FedEx or UPS).
 - That you mail your application packet with ***Tracking!***
 - That you save a copy of the Express Mail receipt that you receive from FedEx and UPS.
 - This can help you prove that your application arrived at USCIS.





What Happens After You Mail In Your OPT Application to USCIS?

What Happens After...



You should receive from USCIS:

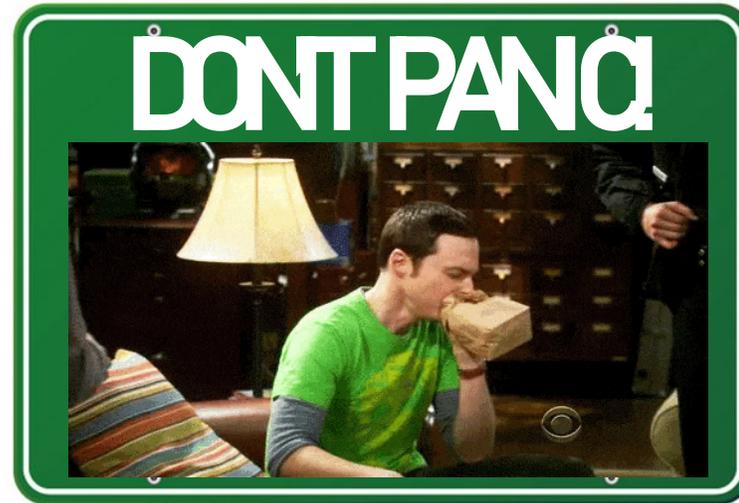
- Text message or email with your receipt number
 - (within 2 to 4 weeks)
- Paper Receipt Notice
 - (within 4 weeks)
- Paper Approval Notice
 - (within 3-5 months)
- EAD Card
 - (within 3-5 months)



What Happens After...

“I made a mistake on my OPT Application... Now what!?”

Contact [OIE!](#)



And *NEVER* Mail In Duplicate Applications!

What Happens After...

- Once you receive your Receipt Number from USCIS, you can check your OPT case status on the USCIS [website](#).
 - *NOTE: This website is not 100% accurate.*
- Case status will stay/remains in "received status" until your OPT has been approved.



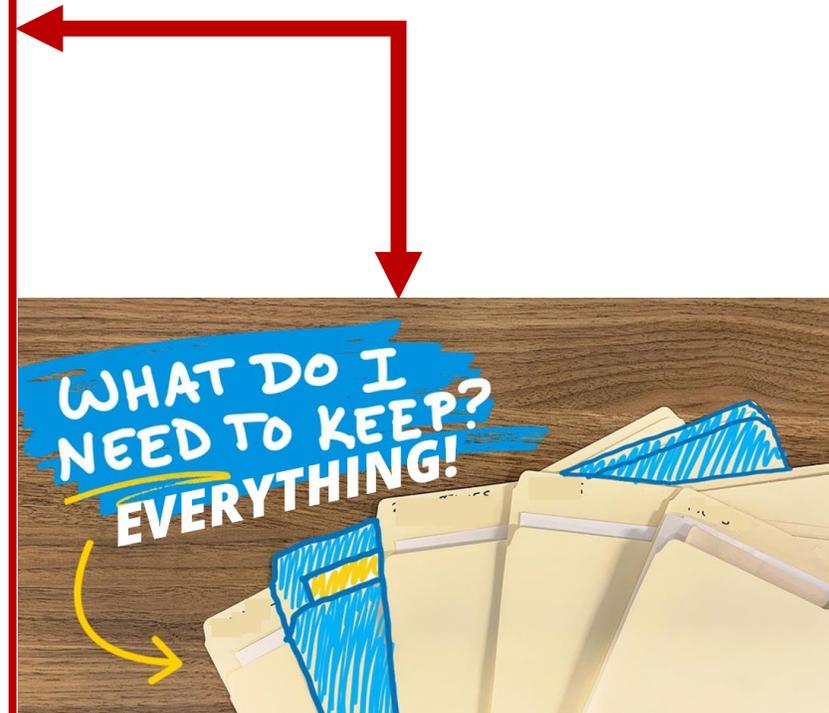
On November 3, 2014, we received your Form I-765, Application for Employment Authorization, Receipt Number EAC1590041809, and sent you the receipt notice that describes how we will process your case. Please follow the instructions in the notice. If you do not receive your receipt notice by December 3, 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.

What Happens After...

YOU MUST MAINTAIN YOUR IMMIGRATION STATUS!

To maintain your F-1 status, you must remember to keep good records, and continue to report any changes to SEVP.

- Pre-Completion I-20 is your new I-20, and it is valid even after Pre-Completion OPT period is over
- KEEP all I-20s! Needed for Post-Completion OPT
- *ALWAYS* Keep good documentation of your employment for your immigration records (i.e):
 - Employer/company name, employer address, # hours per week worked, job description, supervisor contact info, etc.
 - For Paid Employment: Paystubs, W-2 forms, etc.
 - For Unpaid Employment: Employer letters, etc.
 - *NOTE: Employer MAY NOT be able to write letter for unpaid work – check before starting job!*

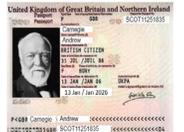


Maintaining Your F-1 Status During Pre-OPT

1

You *MUST* maintain a valid passport

- If you need to renew your passport, this can be done from inside the US. You will need contact your [Embassy/Consulate](#) for additional information.



2

Follow *ALL* the [OPT rules and regulations](#)

- The type of 'qualifying employment' you can participate in on Pre-Completion OPT is extensive.
- Employment during OPT *only* requires that your work be directly related to your degree/major field of study.



3

What does SEVP (immigration) view as 'qualifying employment'?

- Immigration defines "qualifying employment" as working for multiple employers, self-employment, employment through a temp or staffing agency or consulting firm, paid employment, or unpaid employment.
- *Unemployment days do not "count" on Pre-Completion OPT*



Travel *Before & After* Pre-Completion OPT

If you have applied for Pre-OPT and travel outside the U.S....

- ✓ Valid passport (valid for 6 months into the future)
- ✓ Valid F-1 visa sticker (not expired)
- ✓ I-20 (most recently issued)
- ✓ Enrollment Verification Letter from [The HUB](#)
 - NOTE: Your I-94 Record will change after your re-enter the US – This is expected and **DOES NOT** impact your OPT Application.



Questions?

Office of International
Education

Cyert Hall, Suite 101
(Atrium Level)
412-268-5231

www.cmu.edu/oie

