Carnegie Mellon University
OPT Work Permission for F-1 Students

Fall 2018 EDITION

OIE OPT Session
Optional Practical Training

READ THE OPT HANDOUT!

Today we will:

• Outline OPT Basics
• Review Application Process & Timing
• Discuss work options in US after OPT (H-1B, etc.)
• Questions?
Optional Practical Training

OPT = Temporary employment for practical training directly related to the student's major area of study.

- Types of OPT:
  - Pre-completion
  - Post-completion
  - STEM extension

- Part-time or Full-time
  - Always full-time after completion of requirements for degree
During OPT period:

• You remain in F-1 status
  • *OPT is not a status, it is a benefit*

• CMU holds your SEVIS record
• OIE still your advisors/visa sponsor!
• **You still have reporting requirements!!**
Is your Post-OPT Approved? Yes

Do you have your Post-EAD Card? Yes

Have you registered with immigration using the SEVP Portal? Yes

- Then you can update any of the below using the SEVP Portal.
  - Add and Edit Employer Information
    - **NOTE:** you should only delete an employer if you have NEVER worked for them.
  - Residential Address
  - Personal Contact Information

**You MUST** report **ANY** changes in employer, address, etc... within **10 days of ANY Change:**

Be specific—this information is reported **DIRECTLY** to immigration (SEVIS)
Keeping Records & Maintaining Status

I Reported To Immigration...
Do I Need A New I-20?

- Updated Residential Address?
  - No new I-20 is needed

- Updated Personal Contact Information?
  - No new I-20 is needed

- Updated Employer?
  - At this time, if you update your information through the SEVP Portal and would like an updated I-20, you must also complete the required sections of the OIE OPT Reporting Form

Have questions about reporting? Read the SEVP Portal Guide.
Employment

What work can you do during Post Completion OPT?

- **Any** – As long as it:
  - *Is 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 is needed for you to apply for OPT!
Types of employment that are acceptable while in the initial period of Post-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. The work must be at least 20 hours per week for a student on post-completion OPT. A student must be able to provide evidence acquired from the student's employer to verify that the student worked at least 20 hours per week during the period of employment.
OPT Usage

• 12 months per *advanced* degree level
  • Can’t have another 12 months of OPT after 2\textsuperscript{nd} Master’s

• Once OPT has been granted, you have used the benefit
The Application is a Three Step Process

1. **Step 1. Recommendation**
   - Signed by your advisor & submitted to OIE

2. **Step 2. New I-20**
   - Goal: new I-20 with OPT recommendation
   - I-20 TIME: 5 to 10 business days at OIE

3. **Step 3. Application**
   - Mail to USCIS
   - Goal: EAD card
   - APPROVAL TIME: Up to 90 days

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

• Have received the EAD Card

• Within valid dates on EAD

• EAD Card says “Not Valid For Reentry To U.S.” – This means not Valid for Reentry **ALONE** (you need all other valid documents: Passport, Visa, I-20, etc..)
If OPT is denied **before** end of 60 day grace period, it **MAY** be possible to apply again.

If OPT is denied **after** 60 day grace period, the benefit is **forfeited**.

The Application Process has **IMPORTANT** Timelines!!
OPT I-20: The 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: Carly Devenburgh, Foreign Student & Scholar Advisor

DATE ISSUED
9/20/2018

PLACE ISSUED
Pittsburgh, PA

• 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!**
The Application Process: OIE Advisor’s Form

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. If you do not know the answer to the question, leave it blank and the advisor will assist you during the OPT session.

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

Andrew ID: ____________________________ Non-Andrew e-mail: ____________________________

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

*Address must also be updated in SIO! This does not have to be the address that you’ll use to receive the EAD.

☐ 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

I attended an OPT session on ____________________________ (date) conducted by ____________________________ (OIE advisor name).

Today’s Date
OIE Presenter’s Name
The Application Process: OIE Advisor’s Form

Last day of Semester 12/19/2018

Your academic advisor completes this section. OPT cannot begin before this date.
### Completion Date on the I-20

<table>
<thead>
<tr>
<th>EDUCATION LEVEL</th>
<th>MAJOR 1</th>
<th>MAJOR 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASTER'S</td>
<td>Information Technology 11.0103</td>
<td>None 00.0000</td>
</tr>
<tr>
<td>PROGRAM ENGLISH PROFICIENCY</td>
<td>ENGLISH PROFICIENCY NOTES</td>
<td>EARLIEST ADMISSION DATE</td>
</tr>
<tr>
<td>Required</td>
<td>Student is proficient</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>START OF CLASSES</th>
<th>PROGRAM START/END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 August 2016</td>
<td>22 August 2016</td>
</tr>
<tr>
<td></td>
<td>19 December 2018</td>
</tr>
</tbody>
</table>

Program end date = academic advisor’s end date

(I-20 page 1)
PhD Students: Potential End Dates

• Date of defense
• Date corrections will be completed
• Date you turn in dissertation and committee signs off
• OR Employment start date (if you have passed the qualifiers)
Program End Date On OPT I-20 = Last Day of Work at CMU!
Your OPT I-20 Program End Date Means...

ALL WORK MUST STOP ON THAT DATE!
If there is a **GAP** between OPT I-20 END DATE and EAD START DATE...

(For example - in Red)

**OPT Start Date**
On Your EAD Card
Feb 11, 2019

**PROGRAM END DATE**
Dec 19, 2018

YOU are still in a valid STATUS inside the US –
While your OPT Application is **PENDING**.

**HOWEVER! NO WORK**
can be done during this time frame (in red)
YOU CAN NOW ONLY WORK
WITHIN THE TIME FRAME ON YOUR EAD CARD
(For example - in green)

OPT Start Date On Your EAD Card
Feb 11, 2019

OPT END Date On Your EAD Card
Feb 10, 2020
Choosing Your OPT Start Date

BASED ON YOUR COMPLETION DATE

START DATE:

• Earliest requestable start date:
  • day after program completion
  
  OR

• Up to 60 calendar days after program completion

**NO MORE THAN 60 DAYS!**
Choosing Your OPT Start Date

• **Early Start:**
  - Work permission right after completion
  - On-campus work continues

• **Late Start:**
  - Good if no job offer
  - Consider travel plans
  - Won’t cut into days of unemployment (90 days)
Choosing Your OPT Start Date

• Eligible for 365 days of OPT:
  **Example: Start date = 2/11/2019  
    End date = 2/10/2020

• Remember! If you applied for a period of pre-completion OPT, you must deduct that time from your 12-months.
  • Part-time pre-OPT deducted at ½ rate.
  • Full-time pre-OPT deducted at full rate.

• NOTE: If you choose less than 12 months, only way to “redeem” remainder of 12 months is to go back to school, complete another program (at same level) and reapply for OPT
The Application Process: OPT Dates

• Choose CAREFULLY!

  CAN’T CHANGE OPT DATES

• OPT Pending?

  Status is fine to stay in the U.S.
  But NO WORK without EAD!
Submit OPT Recommendation Form

Completed Form can be turned in today or dropped off at OIE front desk.

*Only for December 2018 Graduates

OPT I-20 will be ready:

• **September 20th

OR

• **5 to 10 Business Days from submission of the OPT Recommendation Form if submitted AFTER September 20th

- **No Emails sent!**
OPT I-20: The 30 Day Rule!!

• 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!**
## OPT Dates

### Employment Authorizations

<table>
<thead>
<tr>
<th>TYPE</th>
<th>FULL/PART-TIME</th>
<th>STATUS REQUESTED</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST-COMPLETION OPT</td>
<td>FULL TIME</td>
<td>REQUESTED</td>
<td>20 Dec 2018</td>
<td>19 Dec 2019</td>
</tr>
</tbody>
</table>

### Change of Status/Cap-Gap Extension

- 

### Authorized Reduced Course Load

- 

### Travel Endorsement

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.

**Signature**

- **Title:** Foreign Student/Scholar Advisor
- **Date Issued:** 7-2-2015
- **Place Issued:** Pittsburgh PA

- 

**Travel Signature** should be updated every 6 months during OPT.
EAD’s Issued After Start Date Requested

• You requested OPT dates of 12/20/2018 to 12/19/2019

**But**

• USCIS does not process your application until 2/11/19.
  Then your EAD card will have new dates 2/11/19 to 2/10/20.

**NO WORK** until EAD received and you are within start and end dates on EAD!
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!!* Trying can slow the process!
What do I include with my application?

Include **ALL** Materials on PAGE 1 in **OPT handout**.
What Do I Include?

✓ **G-1145** form
✓ Check for $410 (payable to U.S. Department of Homeland Security) **OR**
  ✓ **Form G-1450** – to pay by Credit Card
✓ **Two U.S. passport-sized photos** *(No Glasses)*
✓ 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))
✓ Copy of previous EAD (if you’ve applied for OPT before)

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

<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>Your LAST NAME</td>
<td>Your First Name</td>
<td>Your Middle Name</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:xxxxxxxx@gmail.com">xxxxxxxx@gmail.com</a></td>
<td>412-123-4567</td>
</tr>
</tbody>
</table>

- G-1145 - first page of application
- Free to file
- More like 2-4 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
Preparing Your Check

US Department of Homeland Security

Four hundred ten and 00/100

OPT Application

$410.0

Sign Your Name Here
Preparing Your Check

Leave the back **BLANK**
G-1450 Form

If you wish to pay by credit card – please fill-out at attached the **G-1450 Form** to your application.

"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!

Type or Print in Black Ink
Preparing Your Application: Photos

OIE Cannot Check Photos!

- **Write your name AND I-94 # on back!**
  - Write lightly – don’t damage the photo
- **Make sure they are the correct size!**
- **DO NOT Wear Glasses!**
- **DO NOT USE OLD PHOTO’S!!!**
Preparing Your Application: Tips

• You can include your check & photos in marked white envelope:

• Attach to application – don’t staple photos!
Form I-765

Application For Employment Authorization

USCIS

For USCIS Use Only

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).

START HERE - Type or print in black ink.

Form 1-765

• Complete:
  • Form fillable pdf
  • Handwrite in black ink

DO NOT use an old I-765 from a previous OPT application!

https://www.uscis.gov/i-765

New I-765 FORM!!
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

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.

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

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

1.a: Last name
1.b: First name
1.c: Middle Name
(If No Middle Name – Leave Blank)
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 believe you will change addresses within the next three 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. address.

  - You would then check box “NO”

- You will now enter **YOUR** current U.S. address to where you are living at the time you submit your application to USCIS.

**PLEASE NOTE:**
**YOU CANNOT USE OIE’S ADDRESS!**
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.
  - You would check **“NO”** if this mailing address is not the same as you listed for questions 5.a to 5.
  
  - Enter your current US address – where you are currently living.

**NOTE:** If you answered “No” to Item Number 6, provide your physical address below.
8. Leave Blank
9. Leave Blank
10. Check Gender Listed On Your Passport
11. Check Marital Status
12. Have You Filed an I-765 Before? Check Appropriate Answer
Form I-765

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.

13.a: Do you have a Social Security Number? Check Appropriate Answer

13.b: Enter SSN Number

ONLY if you answered NO for 13.a, and would like an SSN Number and will be at address used on I-765 -> Then complete questions 14, 15, 16.a to 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)
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
22 and 23: Refer to your latest port of entry stamp in your passport

Please Note:
ANY U.S. Point of Entry outside the U.S. - Where you enter through immigration

24: “F-1 Student”
25: “F-1 Student”
26: SEVIS Number
Form I-765

27: Write Post Completion OPT code: (c)(3)(B)

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 Your Andrew Email
Form I-765

Please Note: You Should **ONLY** Complete Pages 5, 6 and 7 *IF* They Apply To You.

If They **DO NOT** Apply, Then Leave Blank.

However, **INCLUDE ALL 7 PAGES OF THE I-765 IN YOUR OPT APPLICATION TO USCIS.**

*Sign* within lines in **dark blue** ink

**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.
Required **Photocopies** of Documents

- I-94 printout
  (https://i94.cbp.dhs.gov/I94/#/home)
  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 before copying
Optional Cover Letter

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

F-2 documents *NOT* submitted in OPT application

• F-2(s) Must ALWAYS Travel with:
  • New F-2 I-20
  • Copies of F-1’s Documents (OPT I-20, EAD card(s), Job Offer Letter)
Make A Copy of ENTIRE Application!!

You will need this information in the future!
Scan, copy, etc...
But make sure it is a copy of the entire application
Mailing your Application: FedEx/UPS

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

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

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


USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034
Mailing your Application: FedEx/UPS

If you mail your application with ANY SERVICE other than FedEx or UPS...

Please find that specific lockbox here

DO NOT MAIL Regular Mail!
What Happens After You Send In Your Application to USCIS?

You should receive from USCIS:
- Text message or email with case number
  (within 2 to 4 weeks)
- Paper Receipt Notice
  (within 4 weeks)
- Approval Notice
  (up to 90 days)
- EAD card
  (up to 90 days)

Remain Patient!!
If You Make a Mistake on Your Application...

DON’T PANIC!

Contact OIE!
And **NEVER** Send in Duplicate Applications!
Case Status Online: [www.uscis.gov](http://www.uscis.gov)

**Case Was Received**

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](http://www.uscis.gov/addresschange) to give us your new mailing address.

Case will stay in “received” status until approved.
Keeping Records & Maintaining Status

Job **MUST** be related to level & field of study at CMU

Keep documentation of employment for **your** records:

- Employer/company
- Employer address
- # hours per week
- Job description
- Supervisor contact info
  - Paid work: Paystubs, W-2 forms, etc.
  - Unpaid work: Employer letters

**NOTE:** Employer **MAY NOT** be able to write letter for unpaid work – **check before starting job!**
Reporting Requirements To Immigration!

- Is your Post-OPT Approved? Yes
- Do you have your Post-EAD Card? Yes
- Have you registered with immigration using the SEVP Portal? Yes

Then you can update any of the below using the SEVP Portal.

- Add and Edit Employer Information
  - **NOTE:** you should only delete an employer if you have NEVER worked for them.
- Residential Address
- Personal Contact Information

You **MUST** report **ANY** changes in employer, address, etc...

within **10 days of ANY Change**:

Be specific—this information is reported **DIRECTLY** to immigration (SEVIS)
Keeping Records & Maintaining Status

I Reported To Immigration…

Do I Need A New I-20?

- **Updated Residential Address?**
  - No new I-20 is needed

- **Updated Personal Contact Information?**
  - No new I-20 is needed

- **Updated Employer?**
  
  At this time, if you update your information through the SEVP Portal and would like an updated I-20, **you must also complete the required sections of the OIE OPT Reporting Form**

Have questions about reporting? Read the SEVP Portal Guide.
90 Day Unemployment Rule

You may not accrue more than 90 days of unemployment during the Post-Completion OPT...if more than 90 days...

Your SEVIS record will be terminated

OPT and F-1 status ends!

The start date listed on your EAD is when **either:**

- Employment starts
- Unemployment clock starts

**Employment (FT/PT) from an Immigration Stand-Point =**

- Paid/Unpaid FT – Anything **GREATER** than 20 hours a week
  
  (For Example – Working 20 hours and 15 minutes is considered Full-Time)

- Paid/Unpaid PT – Anything 20 hours a week and **BELOW**
  
  **NOT ALLOWED (unless you have multiple employment/employers).**
Travel

“I’m traveling before...”

• If you have applied for OPT and travel outside the U.S. before your program end-date:
  • You will travel with the usual:
    ✓ Passport
    ✓ I-20 (New OPT I-20)
    ✓ Unexpired Visa
    ✓ Enrollment Verification Letter from The HUB (Optional)

“But when I travel after I have applied for OPT – my I-94 record will change...”

• This is expected – And does not affect your OPT Application
Travel While on OPT

*After End Date Listed on OPT I-20

ALWAYS TRAVEL WITH:

- ✔️ Passport
- ✔️ OPT I-20 travel signature
  - ✔️ (Your travel signature should be less than 6 months old at the time of travel)
- ✔️ F-1 visa sticker
  - ✔️ Valid AND unexpired for re-entry...except for Canadians
- ✔️ EAD
- ✔️ Job Offer Letter
- ✔️ Employer information Report to Immigration
Travel

EAD says not valid for re-entry!
  • Don’t worry!
  • This means not Valid for re-entry alone!

Canada and Mexico + adjacent islands?
  • 30-day exception for expired US visa
  • *unless you apply for and are denied a US visa*
  • Called Automatic Visa Revalidation

Do NOT Enter as a tourist!!  Will end your OPT!
Travel

- **H-1B application pending?**
  - **CONSULT** your H employer!

- **Travel questions**
  (need a new visa, etc.)?
  - Consult an OIE advisor
Options After Your Initial Post-OPT Expires

- H-1B Temporary Work Visa
- 24-month STEM Extension
H-1B Temporary Work Visa

Private Sector:

• H-1B effective start date is Oct 1st
• The H-1B “CAP” or quota
  - 65,000 annually available to employers April 1st (6 months in advance)
  - 20,000 additional H-1B spaces set aside for advanced degree holders

Universities and Non-Profits not subject to Cap

• University/Non-Profits employers can apply at any time for any start date
H-1B vs. OPT

OPT is *based on your degree*

- If you don’t like your job, you can start working somewhere else using your OPT.

H-1B is directly linked to your employer

- If you don’t like your job and decide to quit, you will have no status.
- Once H is approved, OPT is ended and F-1 is complete.
24-Month STEM Extension

Am I eligible?

To be eligible you MUST:

1. **Have your most recent degree in a STEM designated field**
   - CHECK the Major Code(s)/(cip code) on your I-20 NOW!

2. **Be in the initial Post-Completion OPT period**

3. **Have a job or job offer with an e-verify employer, that is paid employment**
24-Month STEM Extension

How do you apply?
Submit a 24-month STEM I-20 request to OIE
Can be done remotely!
-Directions on our website

Mail STEM application to USCIS
Must reach USCIS:
• Within 90 days of EAD Card end date
• Before end of Post-OPT period
Yes Is your Post-OPT Approved?

Yes Do you have your Post- EAD Card?

Yes Have you registered with immigration using the SEVP Portal?

- Then you can update any of the below using the SEVP Portal.
  - Add and Edit Employer Information
    - NOTE: you should only delete an employer if you have NEVER worked for them.
  - Residential Address
  - Personal Contact Information

You MUST report ANY changes in employer, address, etc... within 10 days of ANY Change:

Be specific–this information is reported DIRECTLY to immigration (SEVIS)
Keeping Records & Maintaining Status

I Reported To Immigration...

Do I Need A New I-20?

- **Updated Residential Address?**
  - No new I-20 is needed

- **Updated Personal Contact Information?**
  - No new I-20 is needed

- **Updated Employer?**
  - At this time, if you update your information through the SEVP Portal and would like an updated I-20, you must also complete the required sections of the OIE OPT Reporting Form.

Have questions about reporting? Read the SEVP Portal Guide.
Office of International Education
Posner Hall, 412-268-5231
www.cmu.edu/oie