Carnegie Mellon University

OPT Work Permission for F-1 Students

Spring 2019 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
Practical Considerations

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!!**
Yes Is your Post-OPT Approved?

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.
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!**
Employment

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

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

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

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.

Program End Date! 5/16/2019

OPT Applications

Requestable OPT Start Date

OPT Applications

USCIS Accepts Post-Completion

I-20 < 30 Days

Carnegie Mellon University
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!**

**IMPORTANT!**

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

2/15/2019

PLACE ISSUED

Pittsburgh, PA
The Application Process: OIE Advisor’s 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.

List Academic Department: Need New I-20 Mailed To You (YES or NO):
Surname/Family Name: Given/First Name:
Date of Birth (mm/dd/yy): AndrewID:
Do You Have A Secondary MAJOR/Dual Degree? (YES or NO):
Non-Andrew Email:
Current US Address:

OPT Start Date (mm/dd/yyyy):
OPT End Date (mm/dd/yyyy):
Full or Part Time:

Address must also be updated in SIO!
Passport Expiration (mm/dd/yyyy)

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

Have you applied for OPT before?: □ YES □ NO
If yes, Educational Level: □ Bachelor’s □ Master’s □ PhD

Date I attended an OPT Session: Presented By:

VERY Important! This is where the SEVP will email you information!
Post-OPT Requested Dates
Today’s Date
OIE Presenter’s Name
The Application Process: OIE Advisor’s Form

Bachelors and Masters Students
- Term You Will Graduate

PhD Students – Exact Date You Will Complete Requirements

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

<table>
<thead>
<tr>
<th>PROGRAM OF STUDY</th>
<th>MAJOR 1</th>
<th>MAJOR 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUCATION LEVEL</td>
<td>MAJOR 1 Information Technology 11.0103</td>
<td>MAJOR 2 None 00.0000</td>
</tr>
<tr>
<td>MASTER'S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROGRAM ENGLISH PROFICIENCY</td>
<td>ENGLISH PROFICIENCY NOTES Student is proficient</td>
<td>EARLIEST ADMISSION DATE</td>
</tr>
<tr>
<td>Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>START OF CLASSES</td>
<td>PROGRAM START/END DATE</td>
<td></td>
</tr>
<tr>
<td>22 August 2016</td>
<td>22 August 2016</td>
<td>16 May 2019</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

STOP

Last Day of Work at CMU!
ARE YOU WORKING ON-CAMPUS!?!?

Then, if your Program End Date has changed, you **MUST** give a copy of your New OPT I-20 to CMUWorks **and** your CMU Department Payroll Administrator!!

*(ONLY if your Program End Date has changed!)*

REMEMBER, ALL WORK MUST STOP ON THIS DATE!!!
If there is a **GAP** between your Program END DATE and your EAD CARD START DATE...

- **Program End Date**: May 16, 2019
- **OPT Start Date on your EAD Card**: July 2, 2019

**HOWEVER** – NO WORK can be done during this Gap (for example – in red)

*YOU are still in a Valid STATUS inside the U.S. While OPT Application is **PENDING***
YOU CAN NOW ONLY WORK WITHIN THE TIME FRAME ON YOUR EAD
(For example - in green)

OPT Start Date on your EAD Card
July 2, 2019

OPT End Date on your EAD Card
July 1, 2020

Carnegie Mellon University
Choosing Your OPT Start Date

BASED ON YOUR PROGRAM COMPLETION DATE

REQUESTABLE START DATE RANGE:

*Earliest Requestable Start Date?

  • **Day After** program completion, and then **ANY** date after that up until 60 calendar days after program completion date

**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 = 7/2/2019
  End date = 7/1/2020

• 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 SPRING 2019 Graduates

OPT I-20 will be ready:

• *February 15th*

OR

• *5 to 10 Business Days from submission of the OPT Recommendation Form if submitted AFTER February 15th*

**No Reminders 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

<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>17 May 2019</td>
<td>16 May 2020</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.

**Title**: Foreign Student/Scholar Advisor

**Signature**: Carl H. Levis

**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 5/17/2019 to 5/16/2020

**But**

- USCIS does not process your application until 7/2/19 - Then your EAD card will have new dates 7/2/19 to 7/1/20.

**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**)
✓ Copy of previous EAD (if you’ve applied for OPT before)

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>Your LAST NAME</td>
<td>Your First Name</td>
<td>Your Middle Name</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>Mobile Phone Number (Text Message)</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:xxxxxxx@gmail.com">xxxxxxx@gmail.com</a></td>
<td>412-123-4567</td>
<td></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 $410.00
Four hundred ten and----------00/100

OPT Application

Sign Your Name Here
Preparing Your Check

Leave the back **BLANK**
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!
New I-765 FORM!!

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

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

- Complete:
  - Form fillable pdf
  - Handwrite in black ink
Check the box:
“Permission to accept employment...”
Form I-765

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...

### Your Full Legal Name

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.a</td>
<td>Family Name (Last Name)</td>
</tr>
<tr>
<td>1.b</td>
<td>Given Name (First Name)</td>
</tr>
<tr>
<td>1.c</td>
<td>Middle Name</td>
</tr>
</tbody>
</table>

### 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.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.a</td>
<td>Family Name (Last Name)</td>
</tr>
<tr>
<td>2.b</td>
<td>Given Name (First Name)</td>
</tr>
<tr>
<td>2.c</td>
<td>Middle Name</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.a</td>
<td>Family Name (Last Name)</td>
</tr>
<tr>
<td>3.b</td>
<td>Given Name (First Name)</td>
</tr>
<tr>
<td>3.c</td>
<td>Middle Name</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.a</td>
<td>Family Name (Last Name)</td>
</tr>
<tr>
<td>4.b</td>
<td>Given Name (First Name)</td>
</tr>
<tr>
<td>4.c</td>
<td>Middle Name</td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Part 2. Information About You (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Your U.S. Mailing Address</strong></td>
</tr>
<tr>
<td>5.a. In Care Of Name (if any)</td>
</tr>
<tr>
<td>5.b. Street Number and Name</td>
</tr>
<tr>
<td>5.d. City or Town</td>
</tr>
<tr>
<td>5.e. State [ ] 5.f. ZIP Code</td>
</tr>
<tr>
<td>(USPS ZIP Code Lookup)</td>
</tr>
<tr>
<td>6. Is your current mailing address the same as your physical address?</td>
</tr>
<tr>
<td>[ ] Yes [ ] No</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>U.S. Physical Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.a. Street Number and Name</td>
</tr>
<tr>
<td>7.c. City or Town</td>
</tr>
<tr>
<td>7.d. State [ ] 7.e. ZIP Code</td>
</tr>
</tbody>
</table>
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.
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
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)

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 Your Andrew Email
Form I-765

Please Note: You should **ONLY** complete pages 5, 6 and 7 **IF** they apply to you (See next slide!).

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.

**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.
Form I-765

If you have had:

- Curricular Practical Training (CPT) AND/OR
- Optional Practical Training (OPT) AND (if applicable)
- A Previous SEVIS ID # in the past -> then complete 1.a, 1.b, and 1.c -> Leave #2 Blank and then follow the sample picture

> 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 ALL or NONE of the above applies to you,
**INCLUDE ALL 7 PAGES OF THE I-765 IN YOUR OPT APPLICATION TO USCIS.**
Required **Photocopies** of Documents

- I-94 printout
  [https://i94.cbp.dhs.gov/I94/#/home](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]

• Cover letter not required, unless something is missing or further explanation is required:
  • Missing I-20
  • Missing EAD
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: NFB AOS
2501 S. State Hwy. 121
Business, Suite 400
Lewisville, TX 75067
On I-765 (#3), if you use an address in:


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

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 to give us your new mailing address.
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!
Yes 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?

Have questions about reporting?
Read the SEVP Portal Guide.

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.
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
- I-20 *(Most Recently Issued I-20!)*
  - Employer information **Report to Immigration**
  - *(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
  - Check I.C.E’s [website](#) for updated guidance on travel.
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 THE US AS A TOURIST!
- This will END your F-1 Status and 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 1\textsuperscript{st}
• The H-1B “CAP” or quota
  – 65,000 annually available to employers April 1\textsuperscript{st}
    (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
Cap-Gap Extension

• If H-1B is *timely* filed:
  • Between April 1 and before the end of your OPT
  • Then your OPT is **AUTOMATICALLY** extended from the end of your OPT to September 30 of the year filed

• Does your employer want a new I-20?
  • Directions of how to request a “Cap-Gap I-20” is on our [website](#)
H-1B / OPT Timeline

OPT Start
Date on your EAD Card
May 17, 2019

OPT End
Date on your EAD Card
May 16, 2020

Cap-Gap Highlighted in Yellow

H-1B Filing Year Opens on April 1, 2020

Start Date of H-1B October 1, 2020

2020
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