Carnegie Mellon University
SIGN-IN REQUIRED!
Did you Swipe your Student ID Card?
Carnegie Mellon University

OPT Work Permission for F-1 Students

2019 EDITION

OIE OPT Session
Optional Practical Training (OPT)

OIE IS LAUNCHING E-FORMS!

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/OIE still maintains your SEVIS record
  • *So you still have reporting requirements to OIE!!*
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!
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 2nd Master’s

- **Once USCIS grants OPT, you have used the benefit!!**
The Application is a Three Step Process

1. Step 1. Recommendation
   - Signed by your advisor & submitted to OIE through the MyOIE Portal

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: 3 to 5 months!!
You can only legally work in the U.S. when:

• Have received the EAD Card
• Within valid dates on EAD
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!!**

<table>
<thead>
<tr>
<th>If You Are Graduating In:</th>
<th>Then Your Program Ends On:</th>
<th>The EARLIEST You Can Mail Your Application To USCIS Is:</th>
<th>The LATEST Your Application MUST Reach USCIS Is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2019</td>
<td>May 16, 2019</td>
<td>February 15, 2019</td>
<td>July 15, 2019</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>August 13, 2019</td>
<td>May 15, 2019</td>
<td>October 12, 2019</td>
</tr>
<tr>
<td>Fall 2019</td>
<td>December 18, 2019</td>
<td>September, 19, 2019</td>
<td>February, 16, 2020</td>
</tr>
</tbody>
</table>
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 completed all your requirements – EXCEPT thesis/dissertation)

**PhD students need to apply for Post-OPT no earlier than 90 days before one of the above examples of end dates, and no later than 60 days after that date.**
Program End Date Listed On Your OPT I-20 Is The Last Day You Can 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!**
Unless – you have an approved EAD card and are within the dates listed on the card!
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!
1. Login to your MyOIE Portal Account
MyOIE Portal

2. Check and make sure all biographical data is correct and up-to-date

3. Next click on: “F-1 Practical Training”

4. Then click on: “Post-Completion Optional Practical Training Request Form”
Next complete the Post-OPT e-form as required:

- **REMEMBER – YOU MUST ATTEND AN OPT INFORMATION SESSION BEFORE YOU SUBMIT THIS E-FORM!**

- Is the above information correct?
Next complete the Post-OPT e-form as required:

- CURRENT RESIDENTIAL ADDRESS
  - Do you live at the current address listed below?
  - If NO... STOP
Next complete the Post-OPT e-form as required:

- PLEASE CONFIRM
  - Personal Email
  - Requested OPT Start Date
  - Requested OPT End Date
  - Department
  - Passport Expiration
  - Are you graduating with multiple majors/degrees at this time?
  - Have you applied for OPT before?
  - How would you like to receive your new I-20?
MyOIE Portal

**REMEMBER!!**

If You Are Graduating In:

<table>
<thead>
<tr>
<th>Program</th>
<th>Date</th>
<th>Select Any OPT Start Date Between The Following Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2019</td>
<td>May 16, 2019</td>
<td>May 17, 2019 – July 15, 2019</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>August 13, 2019</td>
<td>August 14, 2019 – October 12, 2019</td>
</tr>
<tr>
<td>Fall 2019</td>
<td>December 18, 2019</td>
<td>December 19, 2019 - February, 16, 2020</td>
</tr>
</tbody>
</table>
MyOIE Portal
Upload A Copy Of Your I-94 Record

- Electronic arrival record (called I-94) MOST important immigration document you have
- Make sure all information is correct
- Proof of your F-1 status and D/S (Duration of Status)

Obtain I-94 record: www.cbp.gov/i94
Contact oie@andrew.cmu.edu if there are any mistakes!
MyOIE Portal
Upload A Copy Of
Academic Advisor’s Form

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: ________________________________ (mm/dd/yyyy *actual completion).

(Fall/Spring/Summer)

(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. OPT CANNOT begin before this date.

Bachelors and Masters Students – Term You Will Graduate

PhD Students – Exact Date You Will Complete Requirements
MyOIE Portal – FINAL STEP

- STUDENT CERTIFICATION:
  - ONLY **CERTIFY AND SUBMIT** THIS E-FORM IF EVERYTHING IS CORRECT
  - If needed, you can save this e-form as a **DRAFT**

- **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.

* required fields

More Information about Optional Practical Training

Save Draft  Submit
The Application Process: OPT Dates

• Choose dates CAREFULLY!

*CAN’T CHANGE OPT DATES AFTER APPLICATION IS MAILED TO USCIS!

• OPT Pending?

*Fine to stay in the U.S. But NO WORK without EAD Card!
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)
If there is a **GAP** between your Program END DATE and your EAD CARD START DATE... *(example)*

- **Program Completion Date**
  - May 16, 2019

- **GAP BEFORE EAD CARD START DATE**

- **EAD CARD HAS ARRIVED!**

  - **NO WORK!**
    - NOTE: YOU are still in a Valid STATUS inside the U.S. While OPT Application is PENDING.
  
  - **WORK OK!**
    - As *long as* you are within the dates listed on the EAD Card!

- **HAVE NOT GRADUATED**
OPT Duration

ONLY Eligible for 365 days of Post-OPT per degree level!

If you applied for a period of Pre-Completion OPT, you must deduct that time from your 12-months of Post-OPT.

• 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
When Can I Pick-Up My New OPT I-20?

- You will receive an email once your OPT I-20 is ready for pick-up at OIE.
- However, your OPT I-20 will **NEVER** be ready prior to the dates listed below.

<table>
<thead>
<tr>
<th>If You Are Graduating In:</th>
<th>Then Your Program Ends On:</th>
<th>The EARLIEST You Can Mail Your Application To USCIS Is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2019</td>
<td>May 16, 2019</td>
<td>February 15, 2019</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>August 13, 2019</td>
<td>May 15, 2019</td>
</tr>
<tr>
<td>Fall 2019</td>
<td>December 18, 2019</td>
<td>September, 19, 2019</td>
</tr>
</tbody>
</table>
• 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

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**

- *IF* USCIS does not process your application until 7/29/19
  Then your EAD card will have new dates **7/29/19 to 7/14/20**

*Your Post-Completion OPT EAD card end date will **NEVER** go beyond 14 months from your program completion end date!*
Timing of Your Application

Be aware of processing times:

• Up to 3 to 5 months to be approved...

  ..or longer if application is returned, something is missing, etc...

• **Cannot Expedite OPT!!**

NOTE: Always check [https://egov.uscis.gov/processing-times/](https://egov.uscis.gov/processing-times/) for most up-to-date processing times. Select “I-765...” & “Potomac Service Center” from the drop-down menus.
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

- 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?

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

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

DATE mm/dd/yyyy

PAY TO THE ORDER OF U.S. Department of Homeland Security

four hundred and ten dollars only $410.00

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.

<table>
<thead>
<tr>
<th>Applicant's/Petitioner's/Requester's Information (Full Legal Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given Name (First Name)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Card Billing Information (Credit Card Holder's Name as it Appears on the Card)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given Name (First Name)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Card Holder's Billing Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Number and Name</td>
</tr>
<tr>
<td>City or Town</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Card Holder's Signature and Contact Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Holder's Signature</td>
</tr>
<tr>
<td>Credit Card Holder's Daytime Telephone Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Card Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Number</td>
</tr>
<tr>
<td>Credit Card Expiration Date (mm/yyyy)</td>
</tr>
</tbody>
</table>

“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 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!

Well Composed Photo Composition Examples
Preparing Your Application: Tips

• You can include your check & photos in a white envelope, marked with your name and I-94 number:

• 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
  OR
  • Handwrite in black ink
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

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...
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. name and 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.

- 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.d. City or Town
5.e. State □ [ ] □ ZIP Code

(U.S. 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.c. City or Town
7.d. State □ [ ] □ ZIP Code
Form I-765

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).
   [ ] Yes  [ ] No

NOTE: If you answered “No” to Item Number 13.a., 13.b. is not applicable, and Item Number 14 is applicable. If you answered “Yes” to Item Number 13.a., you must also answer “Yes” to Item Number 14.

14. Do you want the SSA to issue you a Social Security card? (You must also answer “Yes” to Item Number 15.
   [ ] 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 (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.**
Form I-765

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

> 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, leave page 7 blank.

However, you MUST 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]
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

If you live in...
Mail your application to:
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
If you live in...
Mail your application to:

USCIS
Attn: NFB 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!

Carnegie Mellon University
What Happens After You Send In Your Application to USCIS?

You should receive from USCIS:
• Text message or email with case number
  o (within 2 to 4 weeks)
• Paper Receipt Notice
  o (within 4 weeks)
• Approval Notice
  o (3-5 months)
• EAD card
  o (3-5 months)

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

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?

- 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 (Full-Time) from an Immigration Stand-Point =

• MUST work 20 hours a week or MORE for a job to count as employment on OPT.
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/with Pending OPT

*After Program End Date Listed on OPT I-20

You will always need the following documents in order to travel and re-enter the US while on OPT (or if your OPT application is pending):

- ✓ Valid passport (valid for 6 months into the future)
- ✓ Valid F-1 visa (not expired)
- ✓ I-20 (most recently issued)
  - Employer information Report to Immigration and listed on page 2 of your I-20 if your EAD Card has been approved
  - Signed for travel within the past 6 months
- ✓ EAD Card (or if EAD Card is pending – your USCIS OPT Receipt Notice)
- ✓ Job offer letter or proof of a future job interview, etc...
  - ✓ Check I.C.E’s website for updated guidance on travel.
Travel

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

- F-1 travel questions (need a new visa, etc.)?
  - Consult the [OIE Website](#)
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!
My Post-Completion OPT Plan Guide

**OPT Application Period**

- **OIE Preferred Submission Date of OPT e-form 100 days before program completion date**
- **100 Days**

**OPT Authorization Period**

- **OPT Start Date can be any day during 60 day grace period**
- **YOU'RE ON OPT!! (BUT REMAIN IN F-1 STATUS)**
- **60 Days**

**OPT Grace Period**

- **After Post-OPT has ended you can transfer, change status, or leave U.S.**
- **12 Months**

**Program Completion Date**

- **Apply to USCIS up to 90 days before program completion date**
- **90 Days**

- **OPT Application MUST be received by USCIS before the end of the 60 day Grace Period**
- **60 Days**

- **YOU'RE ON OPT!! (BUT REMAIN IN F-1 STATUS)**

- **NO WORK unless authorized for STEM extension or change of status (Cap-Gap)**
- **12 Months**

- **60 Days**
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 (example)

**H-1B Filing Year**
- Opens on April 1

**ON OPT/STEM**
- EAD CARD END DATE
- May 16, 2020

**CAP-GAP I-20**
- If H-1B (change of status -ONLY) Petition is accepted in the lottery, then you are eligible for a
- NOTE: You remain in F-1 status until October 1, when your H-1B starts

**H-1B ACTIVE**
- H-1B Start Date
- October 1
- IF YOU RECEIVE H-1B APPROVAL – YOU MUST EMAIL A COPY OF THAT TO OIE, AS SOON AS IT IS APPROVED!
H-1B vs. OPT

OPT is *based on your major field of study*

- 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 a qualified e-verify employer, that is paid employment

*NOTE: CMU is not a qualified e-verified employer for the purpose of STEM OPT!
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