Post-completion OPT
(Non-STEM major student)

INTERNATIONAL STUDENTS AND SCHOLARS

309 Wes Watkins Center / 405-744-5459

CAUTION

Do <u>NOT</u> file <u>I-765</u> application <u>without</u> OPT recommended I-20 from ISS office

I-765 application will be denied or rejected
by USCIS
if you file without OPT recommended I-20

What is OPT?
(Post-completion Optional Practical Training)

- Defined as "temporary employment for practical training

  directly related to student's major field of study"

Eligibility

- Post-completion OPT authorization is based on

  completion of coursework for students

- F-1 student in good academic standing:

  - No "I" (Incomplete) grades
  - Undergraduate GPA: 2.0 / Graduate GPA: 3.0

- Must have been lawfully enrolled on full-time basis at SEVP approved school for **one academic year**

- Post-completion OPT is available after completion of **each** educational level – BS, MS, PhD

3

Preparation for Post-completion OPT

Is this semester your final semester?

- Confirm with academic advisor
- **Student & academic advisor** need to complete and sign
  Final Semester Verification Form
- Before submission to ISS, **Graduate College** also needs to sign on
  Final Semester Verification Form if you are graduate student

Final Semester Enrollment

- Per immigration regulations, students in final semester are required to take at least 1 in-person course but not required to take certain number of credit hours
- If you are Master's or PhD student with assistantship,
  consult Graduate College for requirements to keep assistantship

Caution: Under-enrollment and failure to graduate
can result in loss of F1 status & OPT

4

Preparation for Post-completion OPT

1. Go to **OPT I-20 Request form** on ISS Terra Dotta portal

2. Must read **OPT information PDF** first and start to fill out form

3. Must complete OPT quiz with score 80% or above within 3 attempts

4. After passing quiz, **complete Packet upload** & submit form

5. Upon **OPT I-20 Request** form submission, ISS will review and contact for further clarification if needed

Preparation for Post-completion OPT

6. ISS issues **OPT recommended I-20** if everything looks good

7. Student review & sign on I-20

8. Submit application* to USCIS

Do **NOT** file I-765 application
without OPT recommended I-20 from ISS office

* ISS office reviews OPT packet only to issue OPT I-20
ISS does NOT send application to USCIS for students

Post-completion OPT Requested Dates

- You can start to file **up to 90 days before end date of your degree program** (last day of final semester)

- File **no more than 60 days after end of your degree program**

- Students who have <u>GPA requirement</u> to graduate may choose to apply during 60-day grace period

- Students who are <u>missing thesis deadline</u> during semester may choose to wait until final grades are posted

# Post-completion OPT Requested Dates

- Requested OPT start date cannot be more than **60 days** after program end date

- Requested OPT end date cannot be more than 12 months after requested OPT start date

- EAD start date will be the requested date or date of approval, whichever comes later

- If approved after requested start date, approved end date will be extended to reflect that (up to 14-month)

- 14 month limit = 60 day grace period + 12 month of OPT

Post-completion OPT Timeline

Apply up to
90-day before
program end
date

Program end date

If you are working on campus, you **cannot** work beyond your program end date or the last day of your final semester, whichever comes first.

Underlined employment can have severe consequences and could affect your adjustment of status application in the future.

Latest OPT
start date

12 months

OPT end date

90 days
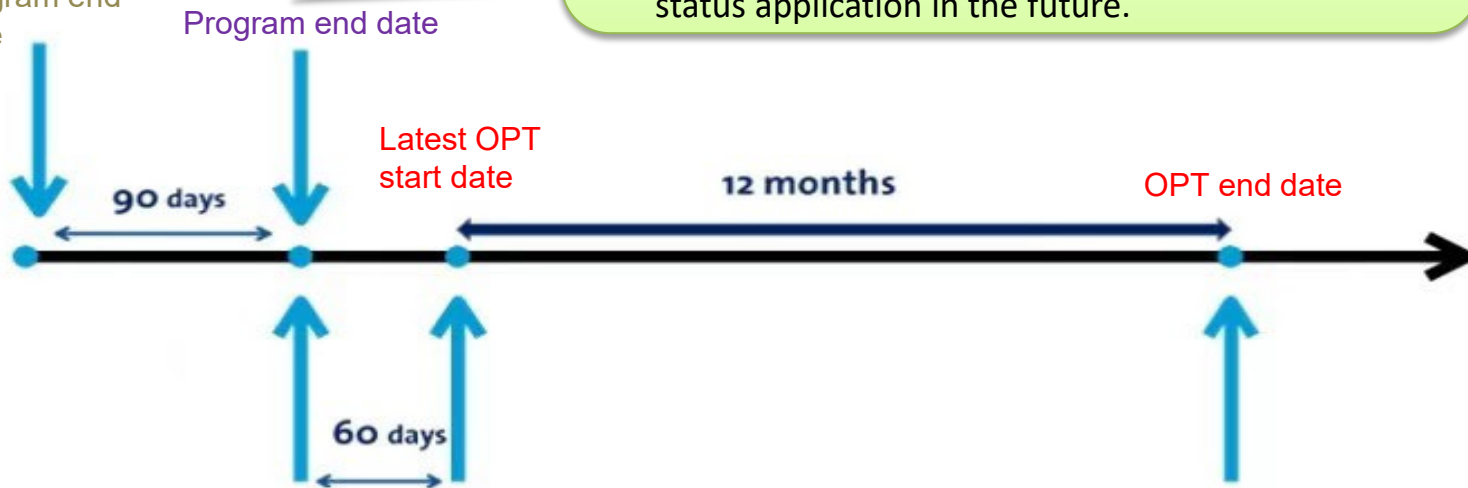
60 days

Request OPT start date to begin
on any day within 60-day after
program end date

After Receiving OPT I-20 from ISS

Two options

1. **File I-765 application with USCIS online / Fee $470**
   - You can get an immediate application receipt notice
   - Application fee can be paid by credit/debit card
   - No delays by mailing issues
   - ISS recommend online application

OR

2. **File I-765 application with USCIS by mail / Fee $520**
   - Traditional method with hard copy documentation
   - In case the internet fails!
   - Payment by check, money order, cashier's check, but <u>no cash</u>

> Do **<u>NOT</u>** file I-765 application
> without OPT recommended I-20 from ISS office

Filing OPT Online

- **Who Can Submit
  Form I-765 Online?**

Initial release of online I-765 is limited to students in these categories:

- (C)(3)(A) Pre-Completion OPT
- (C)(3)(B) Post-Completion OPT
- (C)(3)(C) STEM Extension

All other categories **must submit
a paper** form I-765

The Benefits of Filing Online

Filing OPT Online

- To file Form I-765 online, eligible F-1 students must first visit my.uscis.gov to create USCIS online account

Quick Tips

- Online form is same as paper version

- USCIS automatically save your answers so you can work at your own pace

- Draft forms are saved for 30 days from last time you worked on your form

- Applicants must be in U.S. to apply online

my.USCIS.gov

How to Create USCIS Online Account

Filing OPT Online

Filling out the Form-Formats

- Photos : JPG, JPEG, or PNG

- Documents : JPG, JPEG, PDF, TIF or TIFF

- Foreign language documents must have English translation

- Maximum size : 6 MB per file

- Only characters allowed in document file name are :
  English letters, numbers, spaces, periods, hyphens,
  underscores, parentheses

- Do NOT use special characters

NOT ALLOWED
foreign characters
.doc or .bmp files
special characters
NOT ALLOWED

ق Æ $
Ñ & 国
.bmp .doc
@
.xlsx

Filing OPT Online

**Filling out Form I-765
Applicant's Declaration / Certification
& Paying application fee**

- Sign digitally

- Review entire entries before pay

- After agree to applicant statement, you will be directed to pay.gov

- When hit 'Continue' to pay the fee, form will be submitted

- Once submit payment, you **CANNOT** make corrections

- Click on 'Go to my cases' to see your case and receipt notice

Filing OPT By Mail

> List to apply for I-765, Application for EAD (Employment Authorization Document)

- $520 Application fee (Check or Money order)
- 2 passport style photos
- Completed and <u>signed</u> I-765 – **Item #27 (C)(3)(B)**
- Form G1145 - Electronic notification (Mail filers only)
- I-20 copy with OPT Notation
- * OPT application must be filed within **30 days** of date DSO enters recommendation in SEVIS
- Copies of all previous OPT & CPT I-20s (if applicable)
- Copies of all previous EADs (if applicable)
- Copy of I-94
- Colored copy of valid visa page

Filing location : mail filers submit applications to USCIS Chicago Lockbox, at:

U.S. Postal Service (USPS): USCIS PO Box 805373, Chicago, IL 60680	**FedEx, UPS, and DHL deliveries:** USCIS Attn: I-765 C03 131 South Dearborn - 3rd Floor, Chicago, IL 60603-5517

Filing OPT By Mail

Mail filers only

Mark 'N/A' on text fields that don't apply

According to I-765 form, Application for Employment Authorization

If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "**N/A**" unless otherwise directed.

If your answer to a question which required a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "**None**" unless otherwise directed.

▶ **START HERE - Type or print in black ink.** Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed.

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.)

Part 2. Information About You

Your Full Legal Name

1.a.	Family Name (Last Name)	Pete
1.b.	Given Name (First Name)	Pistol
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. Additional Information.**

2.a.	Family Name (Last Name)	N/A
2.b.	Given Name (First Name)	N/A
2.c.	Middle Name	N/A
3.a.	Family Name (Last Name)	N/A
3.b.	Given Name (First Name)	N/A
3.c.	Middle Name	N/A
4.a.	Family Name (Last Name)	N/A
4.b.	Given Name (First Name)	N/A
4.c.	Middle Name	N/A

ISS **do NOT recommend** to enter 'N/A' under Middle Name.
USCIS might mistakenly use NA as your middle name on your EAD.
If you do not have a middle name, leave it blank.

Filing OPT

Highly recommend :
Use **ISS Address** as **Mailing Address** on I-765
to avoid mailing complication

Part 2. Information About You (continued)

Your U.S. Mailing Address   *(USPS ZIP Code Lookup)*

5.a. In Care Of Name (if any)

5.b. Street Number and Name   309 Wes Watkins Center

5.c. ☐ Apt. ☐ Ste. ☐ Flr.

5.d. City or Town   Stillwater

5.e. State OK ▾   5.f. ZIP Code 74078

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.

Previous OPT, CPT & SEVIS ID#

Both for mail and online filers

I-765 Form - Page 7, Part 6

Part 6. Additional Information

If you need extra space to ~~provide~~ ...formation within this applicati... ...eed more space than ... this page to comp... ...n a separate sheet of ... and A-Number (if any) at the top ... the **Page Number**, **Part Number**, a... ...ber to which your answer refers; and sign and date... ...ch sheet.

SAMPLE

1.a.	Family Name (Last Name)	Pete
1.b.	Given Name (First Name)	Pistol
1.c.	Middle Name	

2. A-Number (if any) ▶ A-

| 3.a. Page Number | 3.b. Part Number | 3.c. Item Number |
| 3 | 2 | 26 |

3.d. Current SEVIS ID# N00012345678.

Master's degree;

Previous CPT:

Full-time 05/20/2017 - 08/15/2017

| 4.a. Page Number | 4.b. Part Number | 4.c. Item Number |
| 3 | 2 | 26 |

4.d. Previous SEVIS ID# N00222333555.

Bachelor of Science

Previous CPT:

Full-time: 05/14/2015-08/15/2015
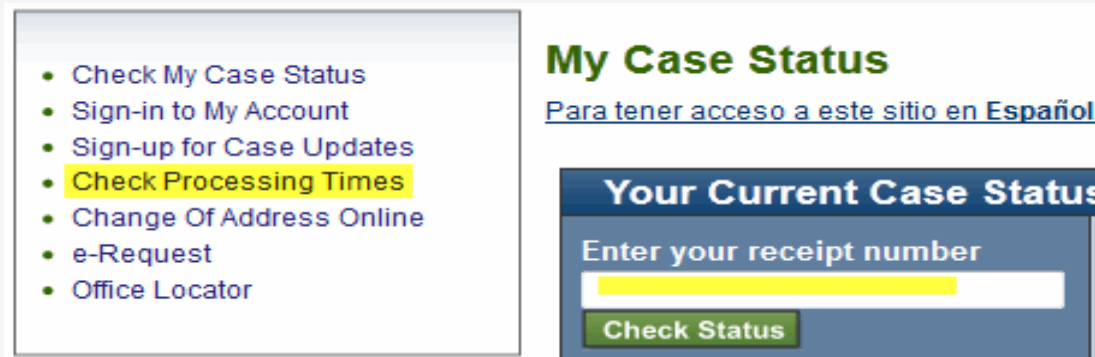
Previous OPT:

Post-Completion: 05/21/2016-08/20/2017

How to Track OPT Application

Mail filers only

Online tracking after obtain **OPT receipt number**

1. Go to USCIS.gov
2. Find USCIS Case Status Service Online
3. Check processing times – 90 days or more

- Check My Case Status
- Sign-in to My Account
- Sign-up for Case Updates
- Check Processing Times
- Change Of Address Online
- e-Request
- Office Locator

My Case Status

Para tener acceso a este sitio en **Español,**

Your Current Case Status

Enter your receipt number

Check Status

USCIS National Contact Center # 1-800-375-5283

EAD

(Employment Authorization Document)

- USCIS authorizes employment with approval of EAD
(normal processing time is 90-120 day)

- I-765 receipt does **NOT** authorize employment

- Only EAD card authorizes employment

- Official dates of employment are verified on the EAD

- Start working after receiving EAD

EAD
(Employment Authorization Document)

IS THIS YOUR PHOTO?

Do NOT start employment before Start Date indicated on **EAD**

Documents needed for international traveling during OPT

- Valid passport & F1 visa
- Recently endorsed I-20
- Valid EAD card
- Job offer

Limit your time out of the U.S.

If you work at OSU while on OPT,
you need to obtain professional staff work permit from **Human Resources**
Contact elizabeth.scott@okstate.edu

21

Unemployment Period

Total **unemployment period** under Post-completion OPT
90 days

- Unemployment days - 90 <u>cumulative</u> days

- Report any employment (including volunteering)
  in SEVP portal within 10 days changes

- Students must <u>work(paid) or volunteer</u>
  in field of study with current degree
  at least 20 hours per week to be considered employed

22

Unemployment Period

- **Consequences of exceeding unemployment period**
⇒ SEVIS record might be terminated by system automatically

  - Keep records & report of employment / volunteering

  - Prior to reaching **limit of allowed unemployment**, prepare to:
    - ➢ Transfer
    - ➢ Change educational level
    - ➢ Complete change of status
    - ➢ Depart the U.S.

Employment Types

- **Regular paid employment** (multiple employers)

- **Short-term multiple employers** (gigs)

- **Work for hire** – 1099 employment (contractual relationship)

- **Self-Employed** – prove proper licenses

- **Agency or consulting firm** :
  must work at least 20 hours a week
  (Caution: employee & employer relationship)

- **Volunteers or unpaid internships** in your field of study
  (12- month OPT only – not available for STEM OPT)

Social Security Card

If you **already have Social Security card (SSN)**
issued by Social Security Administration (SSA), **skip to next slide**

**If Social Security Administration (SSA) has never issued
Social Security card to you, you may request one
when filing I-765 application**

Refer to I-765 official instructions,
(page 2, part 2, items 13.a.-17.b. of Form I-765)

Item Numbers 13.a. - 17.b. Questions regarding Social Security Number (SSN). **Item Number 13.a.** asks you if the Social Security Administration (SSA) has ever officially issued you a Social Security card. If the SSA ever issued a Social Security card to you in your name or a previously used name such as your maiden name, then you must enter the SSN from your card in **Item Number 13.b.**

Volunteering &
Unpaid Internships

- Student may work as volunteer or unpaid intern in their field of study, where this practice does not violate labor laws

- At least **20 hours** per week

- Be able to <u>provide evidence</u> acquired from employer to confirm 20 hours a week of employment

- ISS does **not** need verification of volunteering

- Dept of Labor (Fact Sheet #71: Internship Programs Under Fair Labor Standards Act) - must not violate any labor laws

Reporting Requirements

It is **student's responsibility** to enter **any employment** (including volunteering) **or personal information changes** through SEVP

⬇

SEVP (Student and Exchange Visitor Program) portal
(only students have access)

- SEVP will send portal activation link to student
  <u>a few days after</u> your OPT start date (actual date listed on EAD)

- Email comes from SEVP email address :
  do-not-reply.sevp@ice.dhs.gov

- Be sure **ISS has correct email address** at time of OPT application

- SEVP portal User Guide :
  https://studyinthestates.dhs.gov/assets/sevp_portal_student_user_guide.pdf

Reporting Requirements

- SEVP Portal allows F-1 students to **report** information <u>directly</u> to fulfill legal reporting requirements

- Report any employment or other changes within **10 days**

- SEVP Portal allows you to :
  - ➢ View your post-completion OPT status
  - ➢ Report changes – address, phone, & employer information
  - ➢ View & update your employment

SEVP Response Center
SEVP@ice.dhs.gov

SEVP Portal
Add Employer

☐ Self Employed

Employer Name: Required
Enter the legal name of the company that hired you.

Employer Address: Required

Address:
Enter the address where you work. Enter the street address in the top line. Use Address 2 line for the name of the building, if it is normally part of the address. See https://studyinthestates.dhs.gov for more details.

Address 2:   *Optional*

City: **State:**

Zip Code:

Job Title:
Enter the title of your job for the company that hired you.

Full/Part-time: Required

Employment Start Date: Required
Enter the start date for your job with the company that hired you. This date cannot be before your OPT start date.
Month   Day   Year

Employment End Date:
If your job offer has an end date, enter this date. Leave this field blank if you do not know when your job will end.
Month   Day   Year

Relation to Degree Stud
Explain how this job relates to the degree that qualified you for this OPT.

See example on next slide

Delete Employer

Add Employer

SEVP Portal
Add Employer

- **Relation to Field of Study :**

  Explain <u>how</u> your employment is related to your field of study

  Example :
  "I studied Management Information Systems and now work for a Software company using data mining, analytics, big data skills, and programming languages (hadoop, R, SAS) which is knowledge gained during my **MS / PHD** study."

- Watch out for character limits

Report via ISS Webpage
(In Case of SEVP Portal Failure)

ISS reporting link : https://lcl.okstate.edu/iss/forms.html

OPT / STEM OPT

Apply for OPT

OPT-STEM Extension / OPT-STEM Reports

12-month Post-Completion OPT Employment Update Form

- Use ISS reporting link if you have problems with SEVP Portal

- Keep all documentation of your OPT employment
  (You may be asked to provide proof
 that your employment is related to your field of study in the future)

EAD Delivery Procedure

- ISS will notify by email upon ISS receipt of EAD

- You can either pick up EAD **in person at ISS office** or order eShip for EAD **delivery** by express mail only (FedEx, UPS, DHL)

- E-Ship : https://study.eshipglobal.com
  Create account, enter your name, CWID,
  & request packet from ISS office as sender

After OPT Completion

You have **60 day grace period** following your OPT end date

OPT
End Date

60 day Grace Period
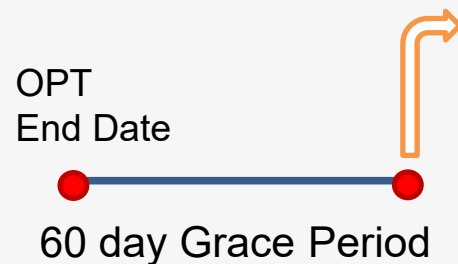
You must choose one of following :

- **Depart the U.S.** by end of 60 days

- **Change educational level** at OSU

  for different degree

- **Transfer out** to another university and start new

  program (no later than 5 months from date of

  OPT end date)

- Complete **change of status**

33

FAQs

Q1. Do I need to provide a completed and signed form I-765
to ISS if I am applying online?

A1. Yes, ISS needs the information to issue your OPT I-20.

Q2. Do I need to send my dependent(s) F-2 I-20(s) along with
my OPT application to the USCIS?

A2. No, Just F-1 OPT I-20 will be needed.

Q3. How do I prove that OSU is a SEVP certified institution?

A3. Your I-20 page 1 indicates OSU's certification and SEVIS
school code.

FAQs

Q4. Do I need to have an SSN before applying for OPT?

A4: No, You may refer to <u>I-765 official instructions</u>, especially regarding page 2, part 2, items 13.a.-17.b.

Q5: Can I travel internationally after applying for OPT?

A5: We do not recommend travelling internationally prior to receiving the EAD unless there is a compelling reason.

Enter below code
on OPT quiz - Question #1

2024