



Post-completion OPT (PAVE student)

INTERNATIONAL STUDENTS AND SCHOLARS

309 Wes Watkins Center / 405-744-5459

CAUTION

Do **NOT** file **I-765** application
without 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

Preparation for Post-completion OPT

Is this semester your final semester?

- Confirm with academic advisor
- **Student & program advisor** (Lucinda Kershaw) need to complete and sign **Final Semester Verification Form**

Final Semester Enrollment

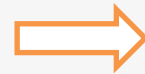
- Per immigration regulations, students in final semester are required to take at least 1 in-person course but not required to take certain number of credit hours

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

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

Continue to 6-8



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 GPA requirement to graduate may choose to apply during 60-day grace period
- Students who are missing thesis deadline during semester may choose to wait until final grades are posted

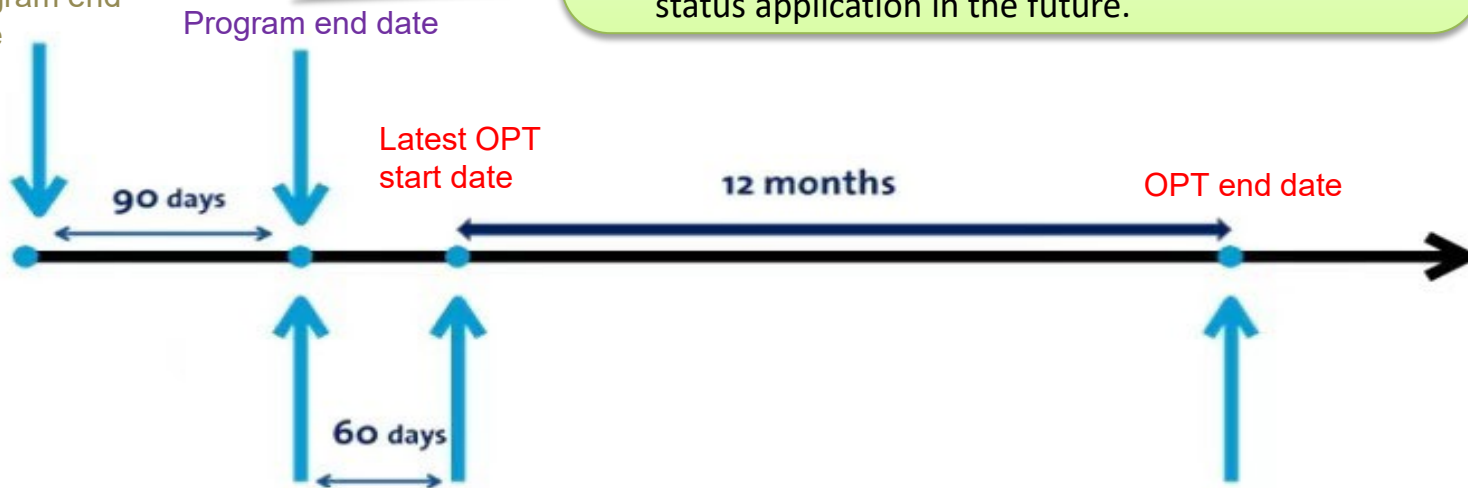
Post-completion OPT Requested Dates

- 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

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

Apply up to
90-day before
program end
date



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 no cash

Do **NOT** 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

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**



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

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

USCIS I-765

Pay.gov

Please select a payment method:

I want to pay with a withdrawal from a checking or savings account (ACH)

I want to pay with a debit or credit card

Cancel Continue

USCIS I-765

Review and submit payment

* indicates required fields

Agency Tracking ID: LNJT31CK7SQ1KH

Payment Amount: \$410.00

Payment Method: Plastic Card

Account Holder Name: Lee Smith

Card Type: VISA

Card Number: *****1111

Billing Address: 20 Ninian Street

Billing Address 2:

City: Springfield

Country: United States

State/Province: LA

ZIP/Postal Code: 39248

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Previous Cancel Continue

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 signed 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	Other Names Used
I am applying for (select only one box):	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.
1.a. <input checked="" type="checkbox"/> Initial permission to accept employment.	2.a. Family Name (Last Name) <input type="text" value="N/A"/>
1.b. <input type="checkbox"/> 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.	2.b. Given Name (First Name) <input type="text" value="N/A"/>
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.	2.c. Middle Name <input type="text" value="N/A"/>
1.c. <input type="checkbox"/> Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)	3.a. Family Name (Last Name) <input type="text" value="N/A"/>
	3.b. Given Name (First Name) <input type="text" value="N/A"/>
	3.c. Middle Name <input type="text" value="N/A"/>
	4.a. Family Name (Last Name) <input type="text" value="N/A"/>
	4.b. Given Name (First Name) <input type="text" value="N/A"/>
	4.c. Middle Name <input type="text" value="N/A"/>

Part 2. Information About You
Your Full Legal Name
1.a. Family Name (Last Name) <input type="text" value="Pete"/>
1.b. Given Name (First Name) <input type="text" value="Pistol"/>
1.c. Middle Name <input type="text"/>

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

Both for mail & online filers

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

5.c. Apt. Ste. Flr.

5.d. City or Town

5.e. State 5.f. ZIP Code

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 information within this application, you need more space than is provided on this page to complete this page. Attach a separate sheet of paper and provide the Page Number, Part Number, and A-Number (if any) at the top of the sheet to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) ▶ A-

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

3.d. 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**

4.d. Previous SEVIS ID# N00222333555.

Bachelor of Science

Previous CPT:

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

Previous OPT:

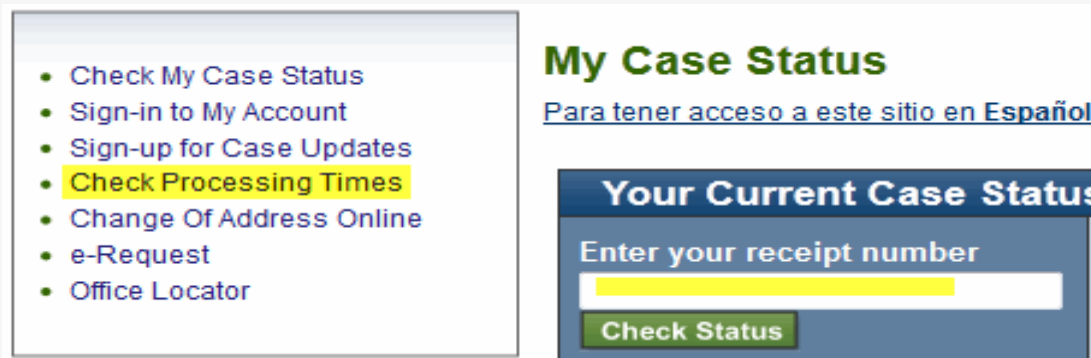
Post-Completion: 05/21/2016-08/20/2017

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

Unemployment Period

Total unemployment period under Post-completion OPT

90 days

- Unemployment days - 90 cumulative days
- **Report any employment** (including volunteering) in SEVP portal within 10 days changes
- Students must work(paid) or volunteer in **field of study** with current degree **at least 20 hours per week** to be considered employed

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 provide evidence 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 a few days after 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 directly 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

Relationship to Employer:
Explain how this job relates to the degree that qualified you for this OPT.

Delete Employer

Add Employer

See example on next slide

SEVP Portal

Add Employer

- **Relation to Field of Study :**

Explain how 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](#)

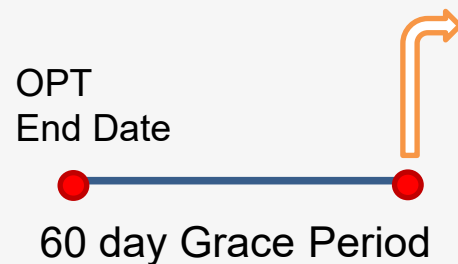
- Use ISS reporting link if you have problems with SEVP Portal
- Keep all documentation of your OPT employment
(You may be asked to provide proof that your employment is related to your field of study in the future)

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



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**

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 [I-765 official instructions](#), 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