12-MONTH OPTIONAL PRACTICAL TRAINING TUTORIAL
WHAT IS OPT?

- Authorization given by USCIS to work up to 12 months in a field directly related to your degree.

- Employment must be full-time (more than 20 hours a week).

- Employment must be commensurate with degree level, for example if you received your Master’s degree then you should apply for a job where a Master’s is strongly desired.

- During OPT you are still an F-1 student and your status is monitored by OISS.
AM I ELIGIBLE TO APPLY?

- Must be in F-1 status at time of application
- Completed 1 full academic year (3 consecutive quarters).
- Have not been approved for OPT at current education level.
- Have not completed one year (12 months) of full time Curricular Practical Training (CPT).
TIMELINES

• Allowed to apply 90 days before the end of your program.
• USCIS takes 120 days or more to review and approve application. OISS cannot request expedited review of your application.
• OPT start date must fall within 60 day grace period following completion of program.
• 60 day grace period allowed after successful completion of OPT.
TIMELINE (cont.)

OPT Application Timeline

Degree completion date or graduation date

Students may apply for OPT

90 days

Students may start OPT

60 days

Questions? Visit oiss.ucsb.edu
WHAT SHOULD I PROVIDE TO OISS TO APPLY FOR OPT?

- OISS OPT Request Form
  http://oiss.sa.ucsb.edu/forms
- Form I-765
  https://www.uscis.gov/i-765
- I-94 print out
  https://i94.cbp.dhs.gov/I94/#/home
- G-1145
  https://www.uscis.gov/g-1145
- OISS Processing Fee receipt
  http://oiss.sa.ucsb.edu/payment/OPT/OPT_Payment
12-Month Optional Practical Training Tutorial

OISS OPT REQUEST FORM

Your proposed practical training start date should be within 60 days of your end date. For example, if your program end date is June 30, your start date should be between July 1 and August 30. Your end date would be between June 30 and August 29 of the next year.

Questions? Visit oiss.ucsb.edu
If you are on filing fee, you may not be eligible for on-campus employment. If you are still employed during your last quarter, you should discuss this with your department and an International Student Advisor to make sure you have authorization through your graduation date.

Questions? Visit oiss.ucsb.edu
Your advisor must complete the Advisor Certification portion of the request form, including the expected program completion date.

Program completion date: For undergraduates, this is the last day of the quarter you will graduate. For graduates, this is the date you expect to file your thesis or dissertation.

Advisor Signature
Undergraduates: College Advisor
Graduates: Academic Department

Questions? Visit oiss.ucsb.edu
The Form I-765 was updated on July 16, 2018. It is now 7 pages instead of 2 pages. OISS Staff have updated information on the OPT Tutorial to help guide you through completing the new form. Please note that the guidance provided within this tutorial is an interpretation of the instructions published within the USCIS Instructions for Form I-765. As information provided in the tutorial is a supplement we have created to answer any questions that may arise while completing the Form I-765, we urge all students to also review the guidance provided by USCIS: https://www.uscis.gov/i-765.
FORM I-765

All information must be typed on a computer!

START HERE - Type or print in black ink.

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.)

Enter your name exactly as it appears on the biographical page of your passport.

Part 2. Information About You

Your Full Legal Name

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name
Use our office mailing address for your documents!

Mailing address is not the same as your physical address. Physical address is where you live in Santa Barbara.

Questions? Visit oiss.ucsb.edu
FORM I-765 (cont.)

8. / 9. If you do NOT have an alien registration number or a USCIS Online Account Number, leave these blank.

12. Only click yes if you have done OPT or applied for an EAD card in the past.

13.a Only click yes if you have ever been issued a Social Security Card and enter your number in 13b.

14. Click yes if you need a Social Security Number. Click no if you already have one.
**FORM I-765 (cont.)**

**Father's Name**
Provide your father's birth name.

16.a. Family Name (Last Name) 

16.b. Given Name (First Name) 

**Mother's Name**
Provide your mother's birth name.

17.a. Family Name (Last Name) 

17.b. Given Name (First Name) 

**Your Country or Countries of Citizenship or Nationality**
List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in Part 6, Additional Information.

18.a. Country 

18.b. Country 

Fill this out only if you need a Social Security Number

List all countries of which you are a citizen

Questions? Visit oiss.ucsb.edu
### FORM I-765 (cont.)

**Questions? Visit oiss.ucsb.edu**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21a.</td>
<td>Form I-94 Arrival-Departure Record Number (if any)</td>
</tr>
<tr>
<td>21b.</td>
<td>Passport Number of Your Most Recently Issued Passport</td>
</tr>
<tr>
<td>21c.</td>
<td>Travel Document Number (if any)</td>
</tr>
<tr>
<td>21d.</td>
<td>Country That Issued Your Passport or Travel Document</td>
</tr>
<tr>
<td>21e.</td>
<td>Expired Date for Passport or Travel Document (mm/dd/yyyy)</td>
</tr>
<tr>
<td>22.</td>
<td>Date of Your Last Arrival into the United States, On or About (mm/dd/yyyy)</td>
</tr>
<tr>
<td>23.</td>
<td>Place of Your Last Arrival into the United States</td>
</tr>
<tr>
<td>24.</td>
<td>Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)</td>
</tr>
<tr>
<td>25.</td>
<td>Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)</td>
</tr>
<tr>
<td>26.</td>
<td>Student and Exchange Visitor Information System (SEVIS) Number (if any)</td>
</tr>
</tbody>
</table>

Your I-94 record can be obtained at: www.cbp.gov/i94

This information can be obtained by clicking your travel history on your I-94 record.
The Eligibility Category for all 12-Month OPT Applicants is (c) (3) (B)

Leave these fields blank!
FORM I-765 (Cont.)

**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.

Your signature must not touch any part of the box outline.

Questions? Visit oiss.ucsb.edu
B. Post-Completion OPT—(c)(3)(B). File Form I-765 up to 90 days before, but no later than 60 days after, your program end date. Use Part 6. Additional Information to provide all previously used SEVIS numbers and evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

Use Page 7, Section 6d. to write

- Any previous SEVIS ID numbers (From the I-20 or DS-2019 that you have previously held)

- Any previous CPT (full or part-time) or OPT that you have used and the academic level at which you used it (Bachelor, Masters or Doctorate). Make sure you attach copies of the corresponding I-20’s/EAD cards to your application.

- UCSB only has access to SEVIS ID’s for UCSB students. If you attended another school and do not have the required information you may need to contact your previous schools for information or documents.
CHECK OR MONEY ORDER

SAMPLE personal check for OPT application

- Be sure to make check out to “U.S. Department of Homeland Security”
- Your name should be written on the top of the check
- Write your SEVIS ID number in the memo portion of the check
- Don’t forget to sign the bottom right of the check!
PHOTOS

- Two identical passport photographs
- Meet U.S. standards (2 inches x 2 inches)
- Photo of applicant only
- Taken within 30 days of application – do not use old photos!
- VERY lightly print your name on the back of each (damaged photos will not be accepted by USCIS)
Be sure to use your personal email address, not your UCSB school email address.
WHAT SHOULD YOUR APPLICATION TO USCIS INCLUDE?

Your application mailed to USCIS should include the following documents in this exact order:

- Paperclip Check and Photos to front of packet
- Form G-1145
- Form I-765
- Copy of passport biographical page
- Copy of F-1 visa
- Copy of I-94 printout
- Photocopy of OPT I-20, signed and dated on bottom of page 1
- Copies of all previous EAD cards, CPT I-20’s and OPT I-20’s if applicable
- 2 U.S. passport size photos taken within 30 days of applying
- Check for $410 made out to the U.S. Department of Homeland Security

Questions? Visit oiss.ucsb.edu
PENDING EAD APPROVAL

- Patience is your best friend!
- You are still in F-1 student status.
- Allowed (and strongly recommended) to stay in the United States with pending OPT application.
- May take around 120 days for USCIS to approve EAD.
- You can check status of application at www.uscis.gov.
- You cannot work while you wait for approval, forced vacation!
- If your expected program completion date is delayed, you may lose time authorized for OPT. Please see OISS immediately if your graduation will be delayed!

Questions? Visit oiss.ucsb.edu
I-797 RECEIPT NOTICE

- Make note of your receipt number— you can use this to track your application’s progress at www.uscis.gov.
- Receipt number will usually start with PSC.
CANCELING OPT

• If you want to cancel your OPT application after submission to USCIS, you must cancel with a written letter to USCIS.
• Once your EAD has been approved it is not possible to cancel OPT and you will have used OPT at this education level.
• If you are thinking of canceling your OPT, please contact OISS immediately!
EAD APPROVAL

• You will receive an EAD card that will include your valid employment start and end dates.
• You are still on F-1 student status.
• You cannot enroll as a full-time student while on OPT except for classes recreational in nature.
• You have an aggregate of 90 days from the start date of the EAD card to find a job. If you do not, you may violate your status.
• You have a 60-day grace period after your EAD card expires to prepare to go home, transfer to a new school, or apply for a change of visa status.
EAD CARD

Check card for accuracy!
REPORTING REQUIREMENTS

In order to report updates to your address and employment, you will utilize the SEVP OPT Portal. Access to the SEVP OPT Portal is granted upon approval of your OPT application by USCIS. **All reporting is required within 10 days of the change.**

You will receive an email with instructions on creating a portal account. This email will come from [do-not-reply.sevp@ice.dhs.gov](mailto:do-not-reply.sevp@ice.dhs.gov). If you do not see the email, check your spam or junk mail folder. If you still do not see it, contact OISS to have the email sent again. You must activate your SEVP Portal within 30 days.

Please note SEVP will never request payment for using the OPT Portal, so please report any suspicious activity to OISS.

Once you have entered your employment information in the SEVP OPT Portal, please send an e-mail to OISS at: [OISS@sa.ucsb.edu](mailto:OISS@sa.ucsb.edu) to let us know so that we can review and print your new I-20 showing your OPT employer.

Additional information regarding the SEVP OPT Portal can be found at: [https://studyinthesates.dhs.gov/sevp-portal-help](https://studyinthesates.dhs.gov/sevp-portal-help)

Questions? Visit [oiss.ucsb.edu](http://oiss.ucsb.edu)
REPORTING REQUIREMENTS

Any of the following is required to be reported directly to OISS:

- Change in name
- Early Completion of OPT
- Enrolling in a new degree program or transfer to another academic program
- Deciding to return home early

Questions? Visit oiss.ucsb.edu
TRAVEL

• Traveling outside the United States while your OPT application is being reviewed is strongly discouraged
• If you need to renew your visa while on OPT, please consult OISS before applying
• Once approved for OPT, you can travel outside the United States with the following:
  ✓ Valid Passport
  ✓ Valid F-1 visa
  ✓ OPT I-20 with employer information and travel signature on page 2
  ✓ Valid EAD card
  ✓ Offer letter or employer verification letter

Questions? Visit oiss.ucsb.edu
EMPLOYMENT REGULATIONS

• Full-time employment is required while on OPT which is defined over 20 hours per week
• Employment can be paid or unpaid
• You may work for multiple employers but all employment must relate to your UCSB degree
<table>
<thead>
<tr>
<th>Acceptable Types of Employment While On OPT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-Time Employer</strong></td>
</tr>
<tr>
<td><strong>Multiple Employers</strong></td>
</tr>
<tr>
<td><strong>Multiple short-term employers (gigs for performing artists)</strong></td>
</tr>
<tr>
<td><strong>Self-employed</strong></td>
</tr>
<tr>
<td><strong>Temp agency</strong></td>
</tr>
<tr>
<td><strong>Unpaid/Internships</strong></td>
</tr>
</tbody>
</table>
STEM EXTENSION

• 24-month extension possible for graduates with science, technology, engineering, and mathematics (STEM) fields as long as the following are met:
  - Degree must be on the current STEM Designated Degree Program List (available at www.ice.gov/sevis)
  - Student’s employer must be registered in E-Verify program (www.uscis.gov/everify).
  - Employer must agree to the terms listed on the Form I-983
• Application for 24-month extension must be filed within **90 days** before the expiration date of the current OPT employment authorization.
• Instructions for applying can be found on our website: http://oiss.sa.ucsb.edu/students/opt/stem-extension

Questions? Visit oiss.ucsb.edu
STAY CONNECTED!

• SOCIAL MEDIA!
  ✓ Facebook
  ✓ Instagram
  ✓ Twitter

• Walk-In Advising!
  Monday, Tuesday, Thursday & Friday
  10am-12pm and 1pm-3pm

• Email: OISS@sa.ucsb.edu