12-MONTH OPTIONAL PRACTICAL TRAINING TUTORIAL

Questions? Visit oiss.ucsb.edu
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 at UCSB).
• Have not been approved for OPT at current education level.
• Have not completed one year (365 days) of full time Curricular Practical Training (CPT).
• 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](http://oiss.sa.ucsb.edu/forms)
- Form I-765
  [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)
- I-94 print out
  [https://i94.cbp.dhs.gov/I94/#/home](https://i94.cbp.dhs.gov/I94/#/home)
- G-1145
  [https://www.uscis.gov/g-1145](https://www.uscis.gov/g-1145)
- OISS Processing Fee receipt

Questions? Visit [oiss.ucsb.edu](http://oiss.ucsb.edu)
12-Month Optional Practical Training Tutorial

12-MONTH OPTIONAL PRACTICAL TRAINING (OPT) REQUEST FORM
Optional Practical Training (OPT) is a type of employment authorization that allows a 12-month period of employment for F-1 students in their major field of study.

Family Name: ___________________________ First Name: ___________________________

FIA# ___________________________ Major: ___________________________ Level: ___________________________

Phone: ___________________________ Personal (non-UCSC) E-mail: ___________________________

NOTE: OISS will enter this e-mail into SEVIS as your primary contact e-mail during OPT. This is also the e-mail address you will use to log in to SEVP Portal to update your OPT employer info.

Requested OPT start date: ____________ (Must fall within 60 day grace period following graduation date)

Have you studied in the U.S. continuously for at least one full academic year on an F-1 status?
I understand and will comply with the responsibilities required for maintaining F-1 status during my period of OPT authorization, which include: obtaining employment in a field related to my major field of study within 90 days of my OPT start date, updating my employment and Visa address in my SEVP Portal within 10 days of the change.

Student Signature: ___________________________ Date: ___________________________

Academic Advisor Certification:
College Advisor (Undergraduates)
Undergraduate Expected Graduation Date: ____________ (MM/DD/YYYY)

For Graduate Student Advisers:
Date of Defense or Final Exam: ___________________________ (The 1-26 will be shortened to this date.
Graduate students CANNOT be employed on or off campus beyond this date until OPT authorization is approved.)

The above student has fulfilled all formal degree requirements for his/her final degree milestone except for the following:
• Final Examination and/or filing of doctoral dissertation or DMA supporting documents (all research and substantial draft must be completed) OR
• Final Examination and/or filing of master’s thesis (all research and substantial draft must be completed) OR Completion of master’s comprehensive exam or project

I recommend that this student engage in practical training related to their field of study.
Advisor Signature: ___________________________ Date: ___________________________

Name: ___________________________ Phone: ___________________________ Email: ___________________________

Questions? Visit oiss.ucsb.edu

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 within 60 days of that date.
Students cannot work beyond the end date of your I-20.

For graduate students, it is the date indicated in this section on the request form.

For Graduate Student Advisors
Date of Defense or Final Exam: ____________ (The I-20 will be shortened to this date. Graduate students CANNOT be employed on or off campus beyond this date until OPT authorization is approved)
OISS OPT REQUEST FORM (Cont.)

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.

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.
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.)

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 a mailing address where you know you can receive mail for at least 6 months after submitting your application. If you are using a friend or family address, you will type their name in the “In Care of Name” field.

Mailing address may not be the same as your physical address (if you are using a friend or family mailing address). Physical address is where you live in Santa Barbara.
FORM I-765 (cont.)

Note About Mailing Address:

It is important to note that the mailing address you indicate on this application is where all your important documents will be mailed. This includes your Employment Authorization Document (EAD Card) and Social Security Card (if you opted to receive one). If you are using your current mailing address, please make sure that you are staying in that home for at least 6 months after submitting your application to USCIS.

If you are using a friend or family mailing address, you will want a trusted individual who will look out for your important mail! They should write your name on a card taped to the inside of the mailbox so the mail carrier sees you can receive mail at their home.

Not sure about your future mailing address? You may want to look at a Post Office Box, some are available at the Ucen:  [http://www.ucen.ucsb.edu/services/post-office](http://www.ucen.ucsb.edu/services/post-office)
8. / 9. If you do NOT have an alien registration number or a USCIS Online Account Number, leave these blank.

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

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

14. Select yes if you need a Social Security Number. Select no if you already have one.
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
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!
Your signature must not touch any part of the box outline. The signature must be in black ink and cannot be an electronic signature.

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.
Use Page 7 to:

- Write any information that does not fit in the spaces provided on Pages 1-6. Reference page number, part number and item number then write the information in section d.

- Provide 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

• 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!
• If you would rather pay with a credit card, USCIS does offer that option. Please note that they may only try to charge your card one time. If they are unsuccessful they may reject your application.
• It is important that you know your card can be processed in the United States and you have enough money to cover the full $410.
• You must include a G-1450 with your application, make sure you read the instructions carefully. Do NOT send your physical card in your application.
• [link](https://www.uscis.gov/forms/fingerprints/pay-a-credit-card)
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)
**12-Month Optional Practical Training Tutorial**

**Department of Homeland Security**
**U.S. Citizenship and Immigration Services**

**USCS Form G-1145**

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

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**What is the Purpose of this Form?**

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services (USCIS) issues an immigration approval. This service is available for applications filed in a USCIS service center or filed online.

**General Information**

Complete the information below and clip this form to the first page of your application for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. If you have more than one application, we will notify you once the application has been accepted. The e-Notification will inform you of your application number, name of the agency, and the adjudication status of your application.

USCIS will also send you a receipt notice (I-797C), which will be sent to the mailing address you provide in your pending application as petition.

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**USCIS Privacy Act Statement**

**AUTHORITIES:** The information requested on this form is collected pursuant to section 301(f) of the Homeland Security Act, as amended (H.R. 1268, section 101, et seq.).

**PURPOSE:** The primary purpose for providing the information on this form is to receive an electronic notification for immigration forms. The information you provide will be used to send you a text and or email message confirming your immigration form.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information USCIS from providing you a text and or email message confirming your immigration form.

**ROUTINE USES:** The information provided on this form will be used by and disclosed to DHS personnel and contractors in accordance with the above purpose, as described in the associated published system of records notice (DHS USCIS EGI-001 - Benefits Information System and USCIS EGI-001 - Alien File) and Central Index System (CIS), which can be found at [www.dhs.gov/privacy]. The information may also be made available, in appropriate, to law enforcement purposes or in the interest of national security.

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**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>Email Address</td>
<td>Mobile Phone Number (Text Message)</td>
<td></td>
</tr>
</tbody>
</table>

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 (or G-1450 if paying by credit card) and Photos to front of packet
- Form G-1145
- Form I-765
- Copy of passport biographical page
- Copy of F-1 visa (for those that have a physical 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
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.
WITHDRAWING OPT

- If you want to withdrawal your OPT application after submission to USCIS, you must withdrawal with a written letter to USCIS
- Once your EAD has been approved it is not possible to withdrawal OPT and you will have used OPT at this education level.
- If you are thinking of withdrawing 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.
• If you have not used all 90 days of unemployment, 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.
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. 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 15 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 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://studyinthestates.dhs.gov/sevp-portal-help

Questions? Visit 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
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
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
### Acceptable Types of Employment While On OPT

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Employer</td>
<td>Most common employment where you work for one company for 40 hours a week.</td>
</tr>
<tr>
<td>Multiple Employers</td>
<td>Student allowed to work for multiple employers but all employment must relate to UCSB degree</td>
</tr>
<tr>
<td>Multiple short-term employers (gigs for performing artists)</td>
<td>You should maintain a list of all gigs including dates and duration of gig (gigs should add up to over 20 hours per week)</td>
</tr>
<tr>
<td>Self-employed</td>
<td>Strongly recommended student work with a lawyer when setting up their own business</td>
</tr>
<tr>
<td>Temp agency</td>
<td>Allowed but need to ensure working over 20 hours a week</td>
</tr>
<tr>
<td>Unpaid/Internships</td>
<td>Check with the Human Resources department at company before accepting unpaid positions.</td>
</tr>
</tbody>
</table>
• 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](http://www.ice.gov/sevis))
  ✓ Student’s employer must be registered in E-Verify program ([www.uscis.gov/everify](http://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](http://oiss.sa.ucsb.edu/students/opt/stem-extension)
STAY CONNECTED!

• SOCIAL MEDIA!
  Facebook
  Instagram
  Twitter

• Walk-In Advising!
  (Check website for most up to date hours)

• Email: OISS@sa.ucsb.edu

Questions? Visit oiss.ucsb.edu