

OPTIONAL PRACTICAL TRAINING TUTORIAL



WHAT IS OPT?

- ▶ Authorization from USCIS to work up to 12 months in a field directly related to your degree



U.S. Citizenship
and Immigration
Services

- ▶ Employment must be full-time (more than 20 hours a week)
- ▶ Employment must be commensurate with degree level
- ▶ During OPT you are still an F-1 student and your status is monitored by OISS

AM I ELIGIBLE TO APPLY?

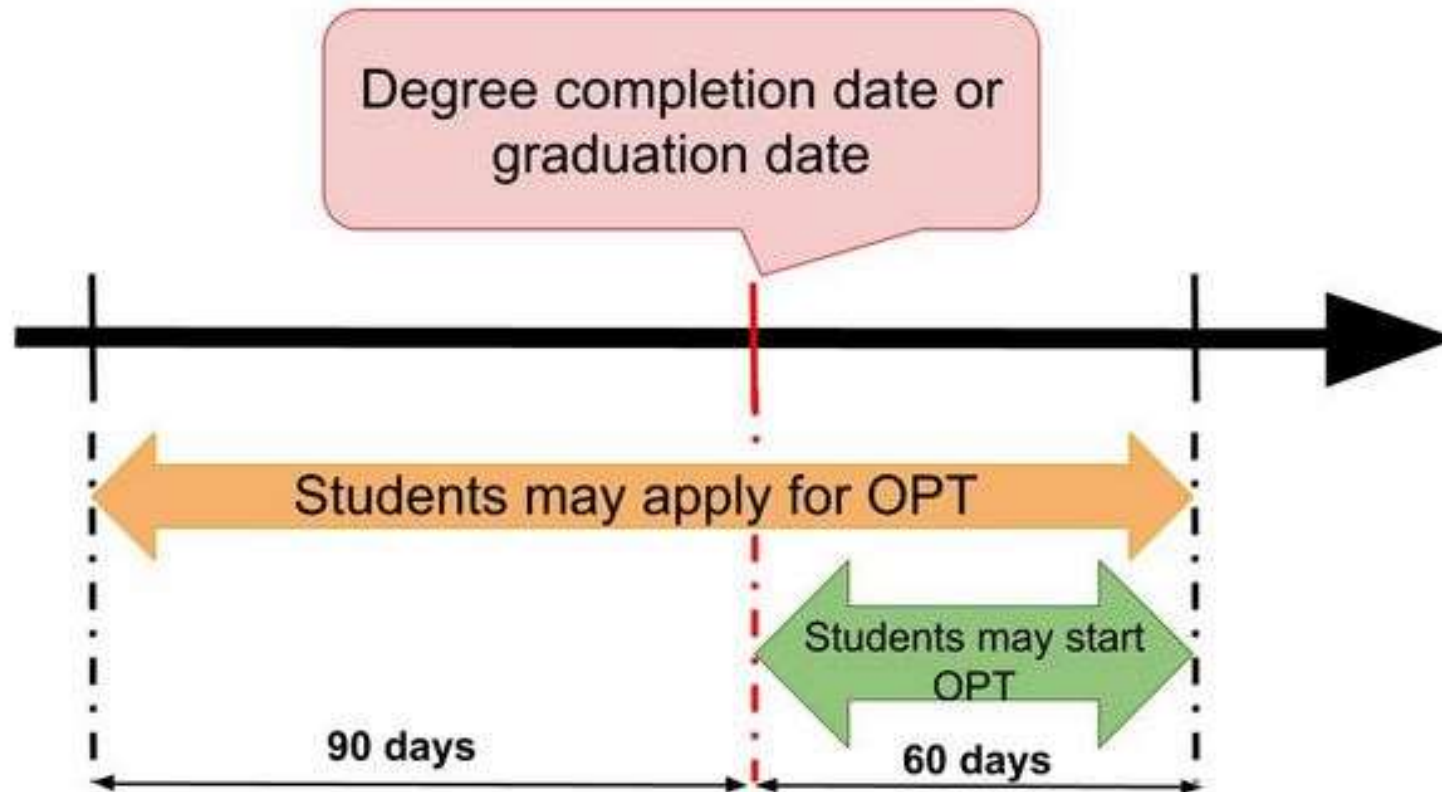
- ▶ Must be in F-1 status at time of application
- ▶ Completed 1 full academic year (3 consecutive quarters)
- ▶ Have not been approved for OPT at current education level
- ▶ Have not completed one year (12 months) of full time Curricular Practical Training (CPT)

TIMELINES

- ▶ Allowed to apply 90 days before end of program
- ▶ USCIS takes 120 days or more to review and approve 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



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>
- ▶ OISS Processing Fee receipt
 - ▶ http://oiss.sa.ucsb.edu/payment/OPT/OPT_Payment

OISS OPT REQUEST FORM



OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS
1133 Student Resource Building / Mail Code 7150
Phone (805) 893-2029 / Fax (805) 893-7132
www.oiss.ucsb.edu / oiss@ucsb.edu

OPTIONAL PRACTICAL TRAINING

Optional Practical Training (OPT) is a type of employment authorization for students in their major field of study. An additional 17-month period requires that the academic department or college verify the student's completion date.

STUDENT INFORMATION

Name: _____
PERM #: _____ Major: _____
Phone: _____ E-mail: _____
Level of Study: Doctorate Master Bachelor
Requested OPT start date: _____
End date: _____
Note: The beginning date of your post-completion OPT cannot be earlier than your degree completion date. A maximum of 12 months of OPT is allowed.
Have you been studying in the U.S. continuously for the last 12 months? Yes No
Do you have a pending application at USCIS: (if yes, please specify) _____
For an H1-B visa? No Yes
Graduate students only
Will you be on filing fee? No Yes
Will you be working on-campus during your last quarter? Yes No

requires that the academic department or college verify the student's completion date.

STUDENT INFORMATION

Name: _____
(Last Name, First Name, Middle Name)
PERM #: _____ Major: _____
Phone: _____ E-mail: _____
Level of Study: Doctorate Master Bachelor
Requested OPT start date: _____ End date: _____
(month/day/year) (month/day/year)
Note: The beginning date of your post-completion OPT cannot be earlier than your completion date and no later than 60 days after your degree completion date. A maximum of 12 months of OPT is allowed.

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, notifying the Office of International Students & Scholars about employer name and address, and change of my address whenever I move.

Student Signature: _____ Date: _____

ADVISOR CERTIFICATION

The above named student is expected to complete his/her degree program on:

_____/_____/_____
(month) (day) (year)

I recommend that the student engage in practical training related to their field of study:

Academic Department (Graduate students) or College Advisor (Undergraduate students):

Advisor Signature: _____ Date: _____

Name: _____ Phone: _____ Email: _____

OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS AUTHORIZATION

Approved Denied DSO Signature: _____ Date: _____

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.

OISS REQUEST FORM (Cont.)

If you are applying and have not been studying in the US for one full academic year, you may not be eligible for OPT

your degree completion date. A maximum of 12 months of OPT is allowed.

Have you been studying in the U.S. continuously for at least one full academic year? Yes No*

Do you have a pending application at USCIS: *(If yes, attach copy of your I-797 Receipt Notice)*

For an H1-B visa? No Yes

For an immigrant visa? No Yes

Graduate students only

Will you be on filing fee? No Yes

Will you be working on-campus during your last quarter? No Yes, last date of employment: _____
(month/day/year)

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.

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. For graduates, this is the date you expect to file your thesis or dissertation.

The above named student is expected to complete his/her degree program on:

____/____/____
(month) (day) (year)

I recommend that the student engage in practical training related to their field of study.

Academic Department (Graduate students) or College Advisor (Undergraduate students):

Advisor Signature: _____ Date: _____

Name: _____ Phone: _____ Email: _____

OFFICE OF INTERNATIONAL

& SCHOLARS AUTHORIZATION

Advisor Signature
Undergraduates: **College Advisor**
Graduates: **Academic Department**

FORM I-765

In the "I am applying for" section, select "Permission to accept employment."

Employment Authorization		USCIS	
Land Security		Form I-765	
Migration Services		OMB No. 1615-0040	
		Expires 02/28/2018	
Action Block	Initial Receipt	Resubmitted	
	Relocated		
	Received	Sent	
Denied - Failed to establish:	Completed		
	Approved	Denied	
Under section 12	<input type="checkbox"/> Economic necessity under 8 CFR 274a.12(c)(4), (15) and 8 CFR 214.2(f)		
	A#		
	<input type="checkbox"/> Applicant is filing under section 274a.12		

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

START HERE - Type or print in black ink.

I am applying for:

- Permission to accept employment.
- Replacement (of lost employment authorization document).
- Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name

Family Name	First Name	Middle Name

2. Other Names Used (include Maiden Name)

Family Name	First Name	Middle Name

3. U.S. Mailing Address:

Street Number and Name		Apt. Number
Town or City		State
		ZIP Code

4. Country of Citizenship or Nationality

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5. Place of Birth

Town or City	State/Province	Country

6. Date of Birth (mm/dd/yyyy)

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7. Gender Male Female

8. Marital Status

- Single Married Divorced Widowed

9.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

- Yes No

NOTE: If you answered "Yes" to Item Number 9.a., provide the information requested in Item Number 9.b.

9.b. Provide your Social Security number (SSN) (if known)

--

10. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to Item Number 11., Consent for Disclosure, to receive a card.)

- Yes No

NOTE: If you answered "No" to Item Number 10., skip to Item Number 14. If you answered "Yes" to Item Number 10., you must also answer "Yes" to Item Number 11.

11. 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 10. - 11., provide the information requested in Item Numbers 12.a. - 13.b.

Father's Name

12.a. Family Name (Last Name)

12.b. Given Name (First Name)

1. Full Name

Family Name	First Name	Middle Name

2. Other Names Used (include Maiden Name)

Family Name	First Name	Middle Name

FORM I-765 (cont.)

3. U.S. Mailing Address

Street Number and Name

UCSB, OISS-MC 7150

Apt. Number

Town or City

Santa Barbara

State

CA

ZIP Code

93106

Make sure to use the
OISS office address:
UCSB, OISS - MC 7150
Santa Barbara, CA
93106

This is the address
where your EAD card
will be sent.

FORM I-765 (cont.)

- 9.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?
- Yes No

NOTE: If you answered "Yes" to Item Number 9.a., provide the information requested in Item Number 9.b.

- 9.b. Provide your Social Security number (SSN) (if known)
- ▶

10. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to Item Number 11., Consent for Disclosure, to receive a card.)
- Yes No

NOTE: If you answered "No" to Item Number 10., skip to Item Number 14. If you answered "Yes" to Item Number 10., you must also answer "Yes" to Item Number 11.

11. 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 10. - 11., provide the information requested in Item Numbers 12.a. - 13.b.

Father's Name

- 12.a. Family Name (Last Name)
- 12.b. Given Name (First Name)

Mother's Name (Provide your mother's birth name.)

- 13.a. Family Name (Last Name)
- 13.b. Given Name (First Name)

If you have a Social Security Number, (SSN) please check "Yes" and provide your SSN. If you do not have one, you can indicate in this section you would like to apply for an SSN and give authorization for USCIS to send your information to the Social Security Administration.

FORM I-765 (cont.)

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

**14. Alien Registration Number (A-Number) or Form I-94
Number (if any)**

FORM I-765 (cont.)

16. Date of Your Last Arrival or Entry Into the U.S., On or About (mm/dd/yyyy)

17. Place of Your Last Arrival or Entry Into the U.S.

18. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

19. Current Immigration Status (Visitor, Student, etc.)

20. Eligibility Category: Go to the Who May File Form I-765? section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.

() () ()

FORM I-765 (Cont.)

Certification

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the **Who May File Form I-765** section of the Instructions and have identified the appropriate eligibility category in **Item Number 20**.

Applicant's Signature

Date of Signature (mm/dd/yyyy)

Telephone Number

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

CHECK OR MONEY ORDER

SAMPLE personal check for OPT application

Your Name
Address
City, State, Zip

1027

DO NOT ABBREVIATE

DATE: mm/dd/yyyy

PAY TO THE ORDER OF U.S. Department of Homeland Security \$ 410.00

Four hundred ten and 00/100 DOLLARS

FOR OPT Application

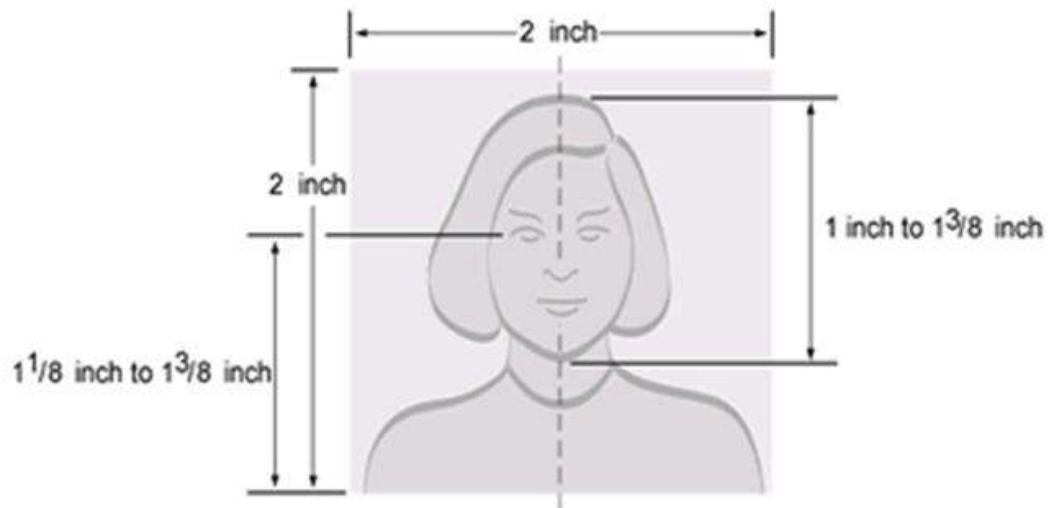
@Your signature

1:22222222 1: 000 111 555 1027

- ▶ 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!
- ▶ Lightly print your name on the back of each (damaged photos will not be accepted by USCIS)



Full frontal/passport
(head facing camera)



G-1145



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

USCIS
Form G-1145

What Is the Purpose of This Form?

Use this form to request an electronic notification immigration application. This service is available to...

General Information

Complete the information below and clip this form to your text message for each form you are filing.

We will send the e-Notification within 24 hours: text message; overseas customers will only receive...

The e-mail or text message will display your receipt number. The e-Notification will not include any personal information. The e-Notification is for convenience to customers.

USCIS will also mail you a receipt notice (I-797) with your application. Use this notice as proof of your pending application.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

PURPOSE: The primary purpose for providing the information on this form is to request electronic notification of your immigration form. The information you provide will be used to send you a text or email message regarding your immigration form.

DISCLOSURE: The information you provide is voluntary. However, failure to provide this information may result in USCIS not providing you a text and/or email message regarding your immigration form.

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

Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name
Email Address		Mobile Phone Number (Text Message)

Be sure to use your personal email address, not your UCSB school email address.

Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name
Email Address		Mobile Phone Number (Text Message)

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

PENDING EAD APPROVAL

- ▶ Patience is your best friend!
- ▶ You are still in F-1 status
- ▶ Allowed (and 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!

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

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

I-797, Notice of Action

THE UNITED STATES OF AMERICA		
RECEIPT NUMBER MAC-DB-108	RECEIVED DATE March 3, 2008	CASE TYPE 1765 APPLICATION FOR EMPLOYMENT AUTHORIZATION ADJUDICANT [REDACTED]
RECEIVED DATE March 3, 2008	RECEIPT DATE March 4, 2008	PAGE 1 of 1
[REDACTED] 8540 COSTA VERDE BLVD [REDACTED] SAN DIEGO CA 92122		Notice Type: Receipt Notice Amount received: \$ 340.00 Class requested: C011
<p>Receipt Notice: This notice confirms that USCIS received your application or petition ("this case") as shown above. If any of the above information is incorrect, please immediately call 800-375-5283 to let us know. This will help avoid future problems.</p> <p>This notice does not grant any immigration status or benefit. It is not even evidence that this case is still pending. It only shows that the application or petition was filed on the date above.</p> <p>Processing time - processing times vary by kind of case. You can check our website at www.uscis.gov for our current "processing times" for this kind of case at the particular office to which this case is or becomes assigned. On our website "case status updates" page, you can also view status or sign up to receive (free e-mail) updates as we complete key processing steps on this case. During most of the time this case is pending, however, our systems will show only that the case has been received, and the processing status will not have changed, because we will be working on other cases that were filed earlier than this one. We will notify you by e-mail, and show in our systems, when we make a decision on this case or if we need something from you. If you do not receive an initial decision or update from us within our current processing time, check our website or call 800-375-5283. Please save this notice, and any other notice we send you about this case, and please note and keep a copy of any papers you send us by any means, along with any proof of delivery to us. Please have all these papers with you if you contact us about this case.</p> <p>If this case is an I-130 Petition - Filing and approval of a Form I-130, Petition for Alien Relative, is only the first step in helping a relative immigrate to the United States. The beneficiaries of a petition must wait until a visa number is available before they can take the next step to apply for an immigrant visa or adjustment of status for lawful permanent residence. To best allocate resources, USCIS may wait to process Form I-130 until closer to the time when a visa number will become available, which may be years after the petition was filed. Nevertheless, USCIS processes Form I-130 as fast as it can to delay relative's ability to take the next step toward permanent residence once a visa number does become available. If, before final action on the petition, you decide to withdraw your petition, your family relationship with the beneficiary ends, as you become a U.S. citizen, call 800-375-5283.</p> <p>Applications requiring biometrics: In some types of cases USCIS requires biometrics. In such cases, USCIS will send you a SEPARATE appointment notice with a specific date, time and place for you to go to a USCIS Application Support Center (ASC) for biometric processing. You must BRING for that separate appointment notice and take it (NOT this receipt notice) to your ASC appointment along with your photo identification. Acceptable kinds of photo identification are: a passport or national photo identification issued by your country, a driver license, a military photo identification, or a state-issued photo identification card. If you receive more than one ASC appointment notice, come for different cases, take them both to the first appointment.</p> <p>If your address changes: If your mailing address changes while your case is pending, call 800-375-5283 or use the "Notice Change of Address" function on our website. Otherwise, you might not receive notice of our action on this case.</p>		
Please see the additional information on the back. You will be notified separately about any other cases you filed. U.S. CITIZENSHIP & IMMIGRATION SVC CALIFORNIA SERVICE CENTER P. O. BOX 30111 LARKINA MICHEL CA 92507-0111 Customer Service Telephone: (800) 375-5283		



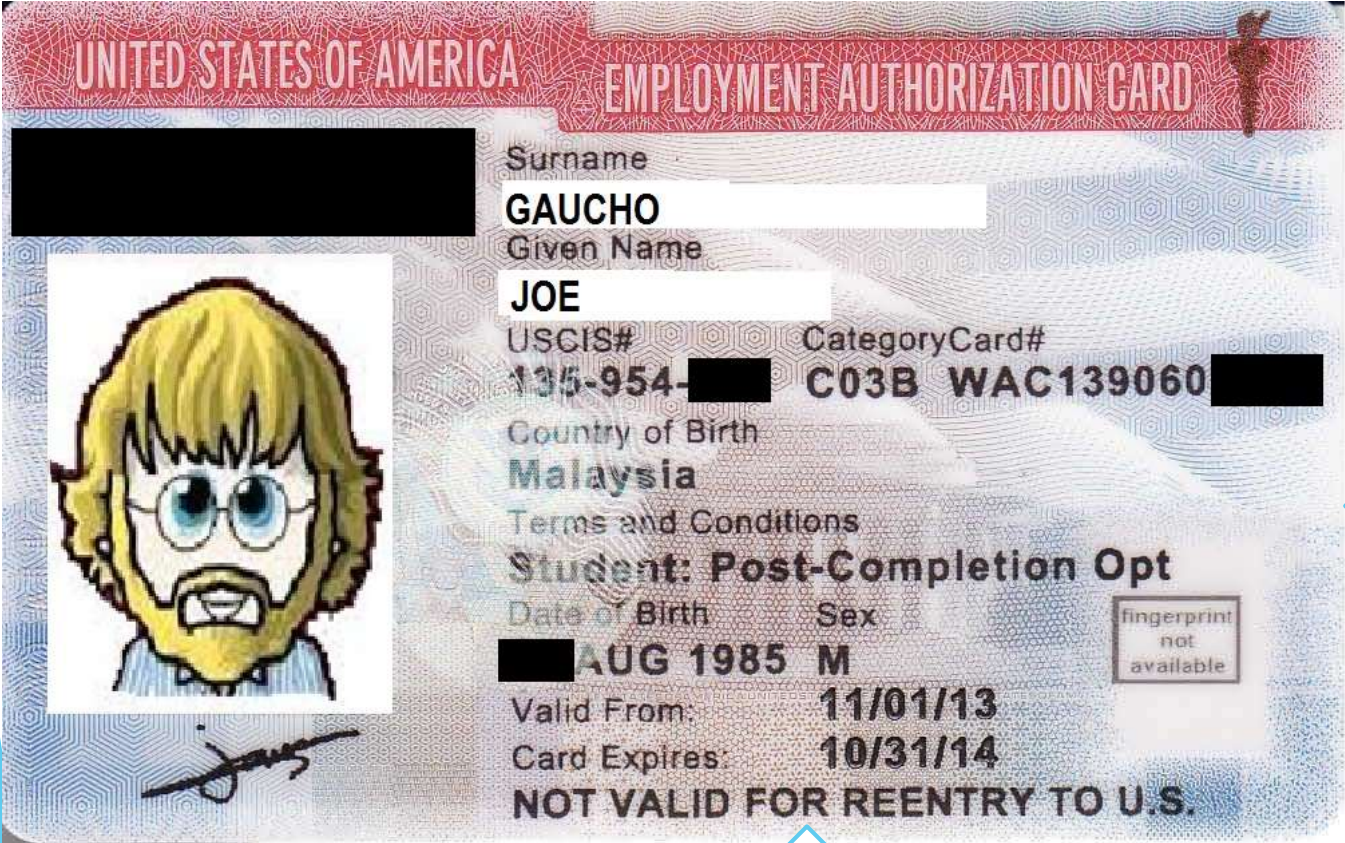
CANCELING OPT

- ▶ 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 to change your status.

EAD CARD



Check card for accuracy!

USCIS uses the dates given on page 3 of your I-20 showing OPT authorization to determine the dates used on your EAD card

REPORTING REQUIREMENTS

- ▶ Must continue to report certain information to OISS regarding your stay in the USA within 10 days of change:
 - ▶ Change your name
 - ▶ Change your address
 - ▶ Complete OPT early
 - ▶ New Employment
 - ▶ Loss of employment
NOTE: Students may not have more than 90 aggregate days of unemployment.
 - ▶ Enroll or transfer to new academic program
 - ▶ Leave the USA with no plans to continue on OPT

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

Full-Time Employer	Most common employment where you work for one company for 40 hours a week.
Multiple Employers	Student allowed to work for multiple employers but all employment <u>must</u> relate to UCSB degree
Multiple short-term employers (gigs for performing artists)	You should maintain a list of all gigs including dates and duration of gig
Self-employed	Strongly recommended student work with a lawyer when setting up their own business
Temp agency	Allowed but need to ensure working over 20 hours a week
Unpaid/Internships	Check with the Human Resources department at company before accepting unpaid positions.

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>

STAY CONNECTED!

- ▶ Check your Email!
 - ▶ OISS Announcements (listserv)
- ▶ Join our Facebook page: Office of International Students and Scholars-UCSB
- ▶ Website: www.oiss.sa.ucsb.edu
- ▶ Phone: (805) 893-2929
- ▶ Email: OISS@sa.ucsb.edu
- ▶ Walk-In Wednesdays! No appointment needed!
- ▶ Come visit us in 3rd floor of SRB!

