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Redlands

OPT: ONLINE APPLICATION

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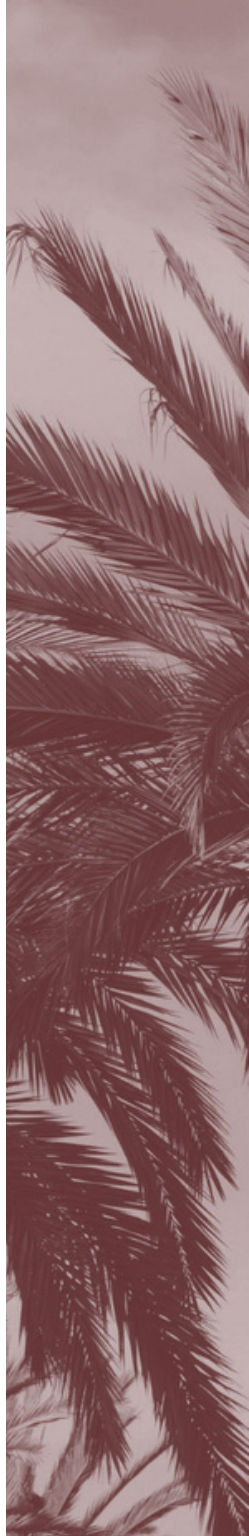
THIS IS AN INSTRUCTIONAL TUTORIAL

- You alone are responsible for ensuring timely graduation, timely and accurate filing of your OPT application, and abiding by F-1 rules regarding OPT or maintaining F-1 status.

- Please review entire tutorial and prepare your documents and questions before contacting OISS about your OPT Application

- Consult Immigration Attorney if necessary
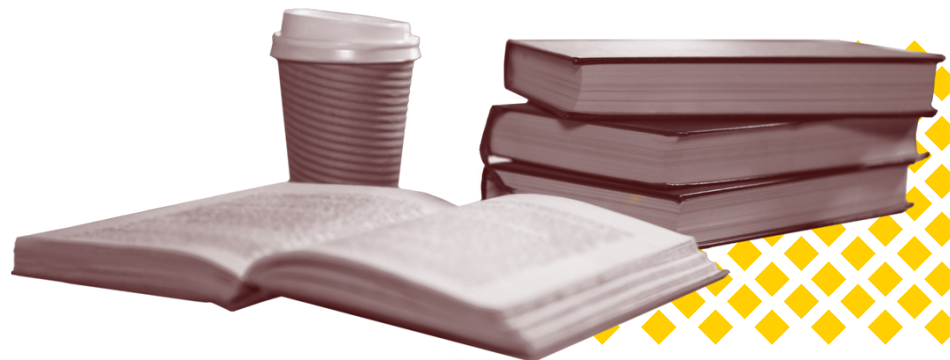
OPT (OPTIONAL PRACTICAL TRAINING)

- What is OPT (Optional Practical Training)?
  - This is an employment benefit granted by the U.S. Citizenship and Immigration Service (USCIS) for eligible F-1 students
    - OPT MUST be related your MAJOR field of study
    - Ex: If you majored in Biology and minored in Computer Science, you are only eligible to work in the field of biology
  - Initial OPT is for 12 full months
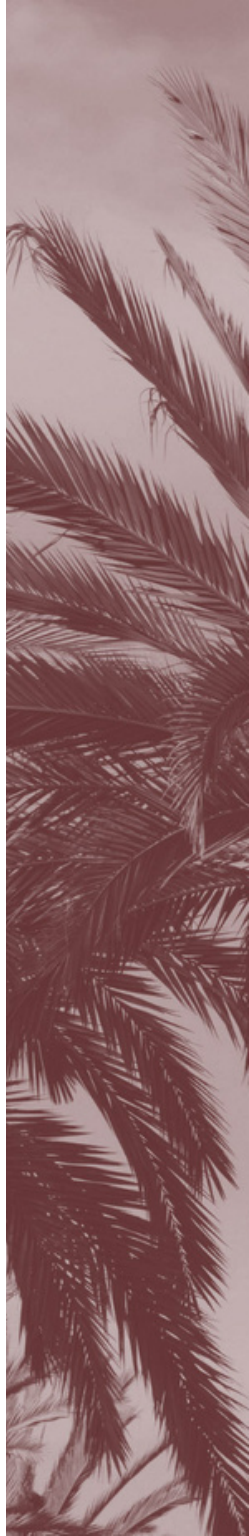 - If you majored in a <u>STEM field</u>, there is an additional 24 month extension (separate application)

OPT ELIGIBILITY

- Must have been in lawful F-1 student status for the two semesters immediately prior to your OPT Start
- You must be in your last semester to apply
  - apply within 90 days of graduation date
- You must actually "be in the U.S." to apply
- You do not need to have a job offer to apply
- You must complete all graduation requirements before the end date on I-20 (keep an eye on this)
- You must NOT have completed 12 months or more of Full-time CPT
- OPT cannot be used for the same Education level twice

OPT APPLICATION CHECKLIST

STEP 1

- Read about the OPT process on Study in the States

STEP 2

- Gather all necessary documents (see handout) and complete Application form I-765

STEP 3

- Make appointment with OISS to review completed application form (I-765) & issue OPT authorized I-20
  - Choose your start date

STEP 4

- Submit application form i-765, payment, and documents
  - Follow the PDF guide for online submission
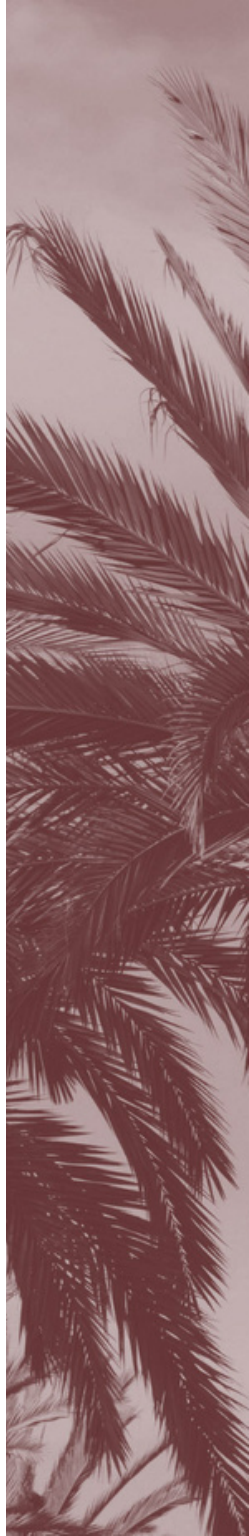
WHAT TO EXPECT FROM YOUR DSO MEETING:

- Review application and all documents for completion and SEVIS accuracy
- Provide a signed I-20 with OPT authorization
  - This will provide you the green light to submit your application online
- Job Search support/referrals
  - Office of Career & Professional Development
  - Referrals to helpful websites:
    - My Visa Jobs
    - LinkedIn

REQUIRED MATERIALS FOR OPT APPLICATION

- Filing Form I-765 online– Application for Employment Authorization
- U.S. passport-style photo
- Copy of Most Recent I-94 and Arrival/Departure Record
- Copy of passport ID page (must be valid for at least 6 months)
- Copy of F-1 visa in passport
- Copies of all previous I-20's, esp. those for CPT authorizations
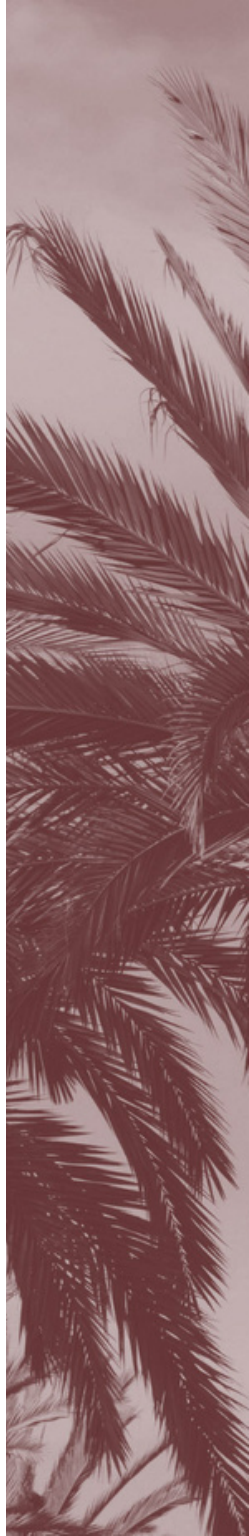- Payment of $410 (subject to change)
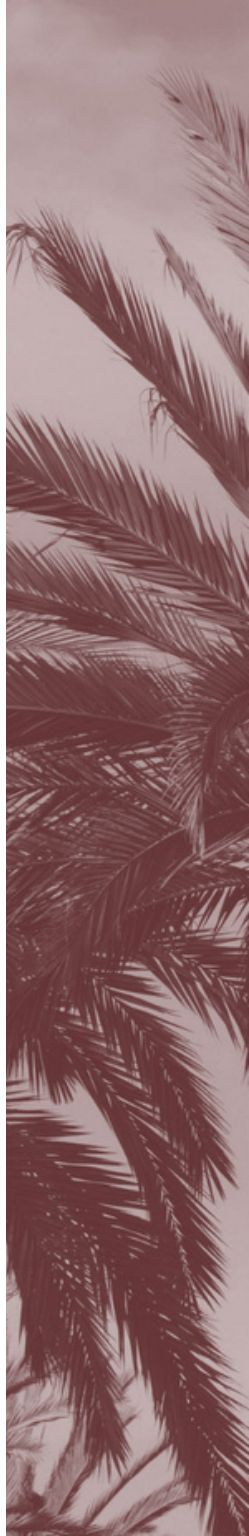
HOW TO CHOOSE YOUR OPT START DATE

- Your OPT start date must be within your 60-day grace period after the program completion date.
- It is the date that your 12 months of work authorization begins (i.e. a July 2, 2022 start date would have a July 1, 2023 end date.)
- Estimate when you would like to be available to work and choose that start date.
  - The OPT application can take a few months to process
  - A typical hiring process will also take a few months and start dates for work can be negotiable
- This date is needed to issue your I-20. Most students choose one on a Monday in the middle of the grace period.

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I-765 SUBMIT APPLICATION ONLINE

- Required documents are the same for filing by mail and online
- Create PDFs or JPEGs for everything that you upload
- Visit: https://www.uscis.gov/i-765

Online Filing Benefits

✉ Case status alerts and secure messages

📄 See all case correspondence

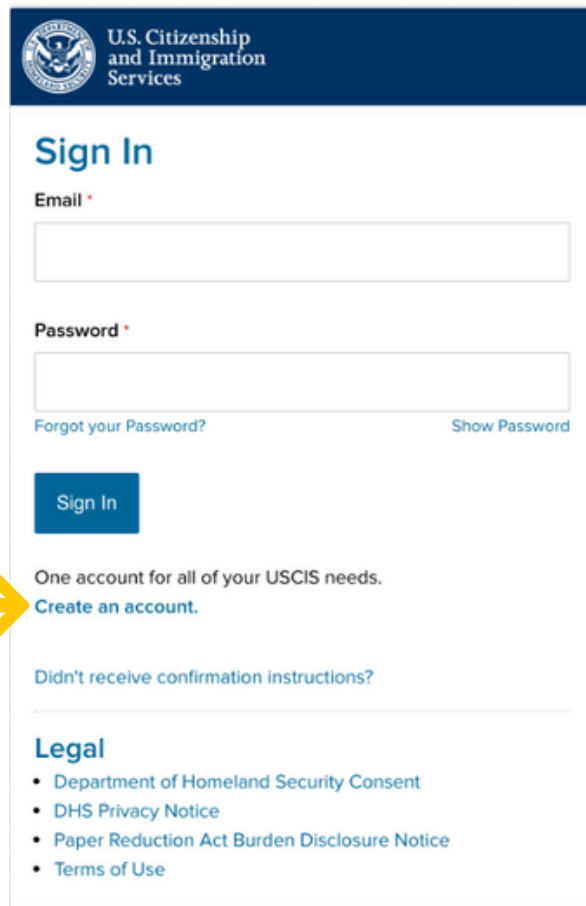👤 Check your case status and update personal information

⬆ Upload evidence

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I-765: CREATE YOUR USCIS ACCOUNT

- Go through the steps
- Dual verification with email code (takes up to 10 minutes)

1

U.S. Citizenship and Immigration Services

Sign In

Email *

Password *

Forgot your Password?   Show Password

Sign In

One account for all of your USCIS needs.

Create an account.

Didn't receive confirmation instructions?

Legal
- Department of Homeland Security Consent
- DHS Privacy Notice
- Paper Reduction Act Burden Disclosure Notice
- Terms of Use

2

Welcome to your USCIS Account

Select what you want to do

Edit My Profile — Editing your profile includes email, password, phone number, security questions, two-step verification and backup code.

Login to a USCIS Service

myUSCIS — Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.
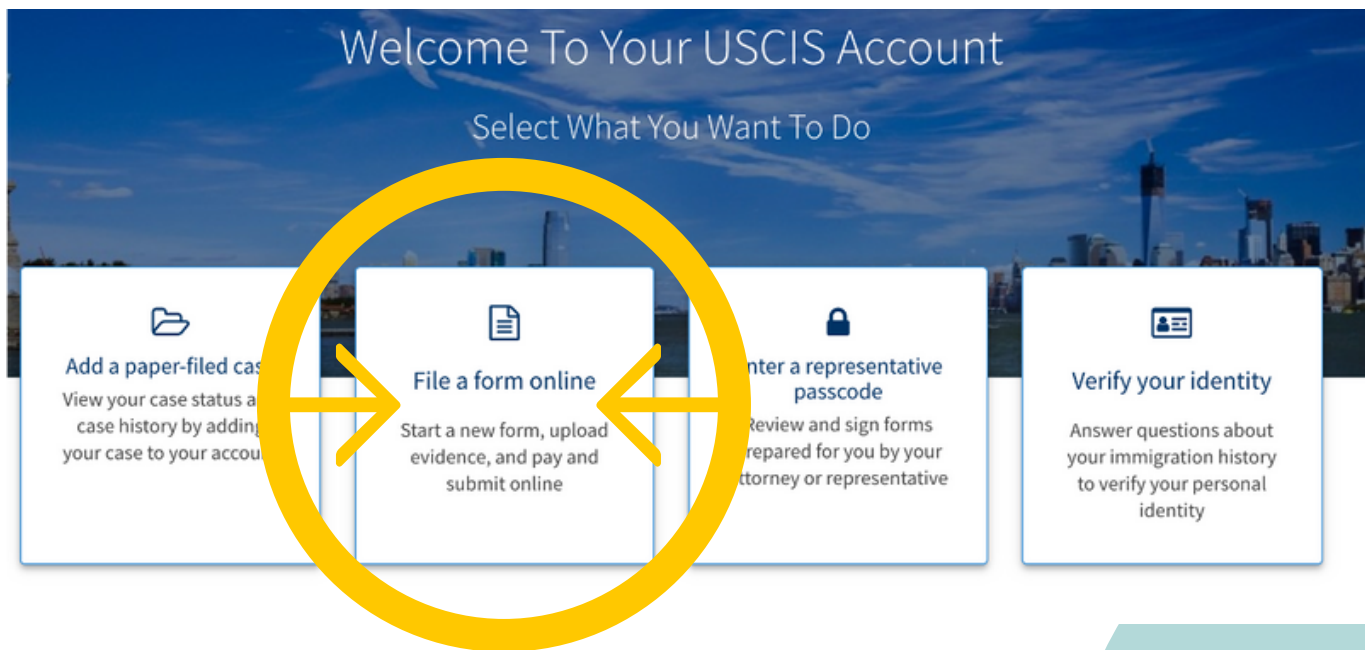
FIRST — Submit, manage and receive Freedom of Information Act (FOIA) requests.

myE-Verify — Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN).

I-765: ACCESS YOUR APPLICATION

3

Welcome To Your USCIS Account

Select What You Want To Do

Add a paper-filed cas[e]
View your case status a[nd] case history by adding your case to your accou[nt]

File a form online
Start a new form, upload evidence, and pay and submit online

[E]nter a representative passcode
Review and sign forms [p]repared for you by your [a]ttorney or representative

Verify your identity
Answer questions about your immigration history to verify your personal identity

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I-765: ACCESS YOUR APPLICATION

- Select: I-765, Application for Employment Authorization

- Click START FORM

File a Form

Select the form you want to file online. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

⚹ Concurrent filing available ⌄

Select the form you want to file online.

○ I-90, Application to Replace Permanent Resident Card

○ I-130, Petition for Alien Relative

○ I-539, Application To Extend/Change Nonimmigrant Status

4 ➜ ○ I-765, Application for Employment Authorization

○ I-821, Application for Temporary Protected Status (TPS)

○ N-336, Request for a Hearing on a Decision in Naturalization Proceedings

○ N-400, Application for Naturalization

○ N-565, Application for Replacement Naturalization/Citizenship Document

○ N-600, Application for Certificate of Citizenship

○ N-600K, Application for Citizenship and Issuance of Certificate Under Section 322

5 ➜ Start form

Cancel

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I-765: APPLICATION

- First page gives you an overview.
- Click Next at the bottom.

I-765, Application For Employment Authorization

Certain foreign nationals who are in the United States may file Form I-765, Application for Employment Authorization, to request employment authorization and an Employment Authorization Document (EAD). Other foreign nationals whose immigration status authorizes them to work in the United States without restrictions may also use Form I-765 to apply for an EAD that shows such authorization.

Foreign nationals may also apply for a Social Security number and card on Form I-765.

If you are a lawful permanent resident, a conditional permanent resident, or a nonimmigrant only authorized for employment with a specific employer under 8 CFR 274a.12(b), do not use Form I-765.

Learn more about employment authorization.

✓ Before You Start Your Application

▣ Eligibility

You may apply online if your eligibility category is:

I-765: APPLICATION

- The 2nd page provides more general information
- Click Start at the bottom

Completing Your Form Online

Filing online

Submitting your application online is the same as mailing in a completed paper form. They both gather the same information.

Complete the Getting Started section first

You should answer all questions in the Getting Started section first so we can best customize the rest of your online form experience.

Provide as many responses as you can

You should provide as many responses as you can. Incomplete fields or sections and

I-765 APPLICATION: GETTING STARTED

- Select c(3)(B) Student Post-Completion OPT
- Click Next

I-765, Application for Employment Authorization

Getting Started

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You

Evidence

Additional Information

Review and Submit

What is your eligibility category?

⚠ You can file your request online only for certain eligibility categories

If your eligibility category does not appear on the drop-down list, you must file a paper Form I-765. If you submit online and are not eligible for one of the listed categories, your application may be denied.

c(3)(B) Student Post-Completion OPT ▼

Back   Next

I-765 APPLICATION: GETTING STARTED

- Select "Initial Permission" and "No" if you've never filed this form
- You will select initial for each level of employment application
  - i.e. if you had OPT when you finished a B.A., it will be initial again for your M.A.
- Click NEXT

I-765, Application for Employment Authorization

Getting Started
Basis of eligibility
Reason for applying
Preparer and interpreter information

About You ⌄
Evidence ⌄
Additional Information ⌄
Review and Submit ⌄

What is your reason for applying?

⦿ Initial permission to accept employment

◯ Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error

◯ Renewal of permission to accept employment

Have you previously filed Form I-765?

◯ Yes
⦿ No

Back   Next

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I-765 APPLICATION: GETTING STARTED

- Select 'No'
  - the only reason you would select 'yes' this is if you are relying on a translator to file on your behalf
  - contact OISS if you think this is your situation
- Click NEXT

I-765, Application for Employment Authorization

Getting Started ⌃

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You ⌄

Evidence ⌄

Additional Information ⌄

Review and Submit ⌄

Is someone assisting you with completing this application?

○ Yes

◉ No

Back

Next

I-765 APPLICATION: ABOUT YOU

- Put your name as it appears in your passport
- Mark if you have changed or use other names
- Click NEXT

I-765 APPLICATION: ABOUT YOU

- Put your U.S. telephone number
- If mobile number is the same as the telephone number, check the box
- Use the same phone & email as recorded in SEVIS.

I-765, Application for Employment Authorization

Getting Started ⌄

About You ⌃

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

How may we contact you?

Daytime telephone number

909-748-8716

Mobile telephone number (if any)

☑ This is the same as my daytime telephone number.

909 - 748 -8716

Email address

oiss@redlands.edu

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I-765 APPLICATION: ABOUT YOU

- Add mailing information where your EAD card will be sent
  - Your address should be one where you can receive mail for the next 6 months
- "In care of" refers to living under someones guardianship
  - If you lived with your Aunt Addie, you could put "Addie The Bulldog" in that line
- This information should also match your SEVIS account

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

In care of name (if any)

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town   **State**   **ZIP code**

I-765 APPLICATION: ABOUT YOU

- Your answer here depends on your situation:
  - Mark 'no' if you have separate mailing and fill in the information
  - Mark 'yes' if you receive mail at the same address where you live
- This should match your record in SEVIS.
- Click Next

Is your current mailing address the same as your physical address?

○ Yes

⦿ No

Where in the United States do you live?

Address line 1

9876 Main Street

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

Claremont

State

California ▾

ZIP code

91711

Back   Next

I-765 APPLICATION: ABOUT YOU

- Select your gender and marital status
- This should match your record in SEVIS.
- Click Next

I-765 APPLICATION: ABOUT YOU

- Put your place of birth
  - If no state or province, leave blank
- Remember to list date of birth: MM/DD/YYYY
- Click Next

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I-765 APPLICATION: ABOUT YOU

- Put your country of citizenship
  (all if more than 1)
- Click Next

I-7 65, Application for Employment Authorization

Getting Started ⌄

About You ⌃

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

What is your country of citizenship or nationality?

List all countries where you are currently a citizen or national.

United States ▾

+ Add country

I-765 APPLICATION: ABOUT YOU

- Refer to I-94 for admission number, arrival date, & status
- Check your I-94 (image on the left) or your entry stamp (image on the right)

U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number : 5623879314A
Most Recent Date of Entry: June 01, 2015
Class of Admission : F1
Admit Until Date : D/S
Details provided on the I-94 Information form:

Last/Surname :	BULLDOG
First (Given) Name :	ADDIE
Birth Date :	1887 October 14
Passport Number :	2479112
Country of Issuance :	U.S.A

Get Travel History

What is your Form I-94 Arrival-Departure Record Number (if any)?

5623879314A

When did you last arrive in the United States?
List your arrival date, place of arrival, and status at arrival.

Date of arrival

06/01/2015

Place of arrival

LOS ANGELES, CA

Status at last arrival

F1 - Student, Academic Or Language Program.

ADMITTED
LAX
JUN 0 1 2015
Class Until
F1
D/S

VISA
UNITED STATES OF AMERICA

Issuing Post Name
LOS ANGELES
Control Number
201623052400001
Surname
Bulldog
Given Name
Addie
Visa Type /Class
R   F1
Passport Number
2479112
Sex
M
Birth Date
14OCT1887
Nationality
USA
Entries
M
Issue Date
18AUG2016
Expiration Date
16AUG2021
1000
Annotation
University of Redlands

L3534484

SEVIS ID: N0012345 6789

VN BULLDOG <(ADDIE <THE<<<<<<<<<<<<<<<<<<<<<
LOC9KB900204

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I-765 APPLICATION: ABOUT YOU

- Fill in your passport information
- Ask OISS for assistance if needed

What is the passport number of your most recently issued passport?

24791112

What is your travel document number (if any)?

What is the expiration date of your passport or travel document?

08/13/2026

What country issued your passport or travel document?

United States

I-765 APPLICATION: ABOUT YOU

- Put your SEVIS ID number - it is printed on top of your I-20
- Click Next

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

Use the "Additional Information" section to include all previously used SEVIS numbers.
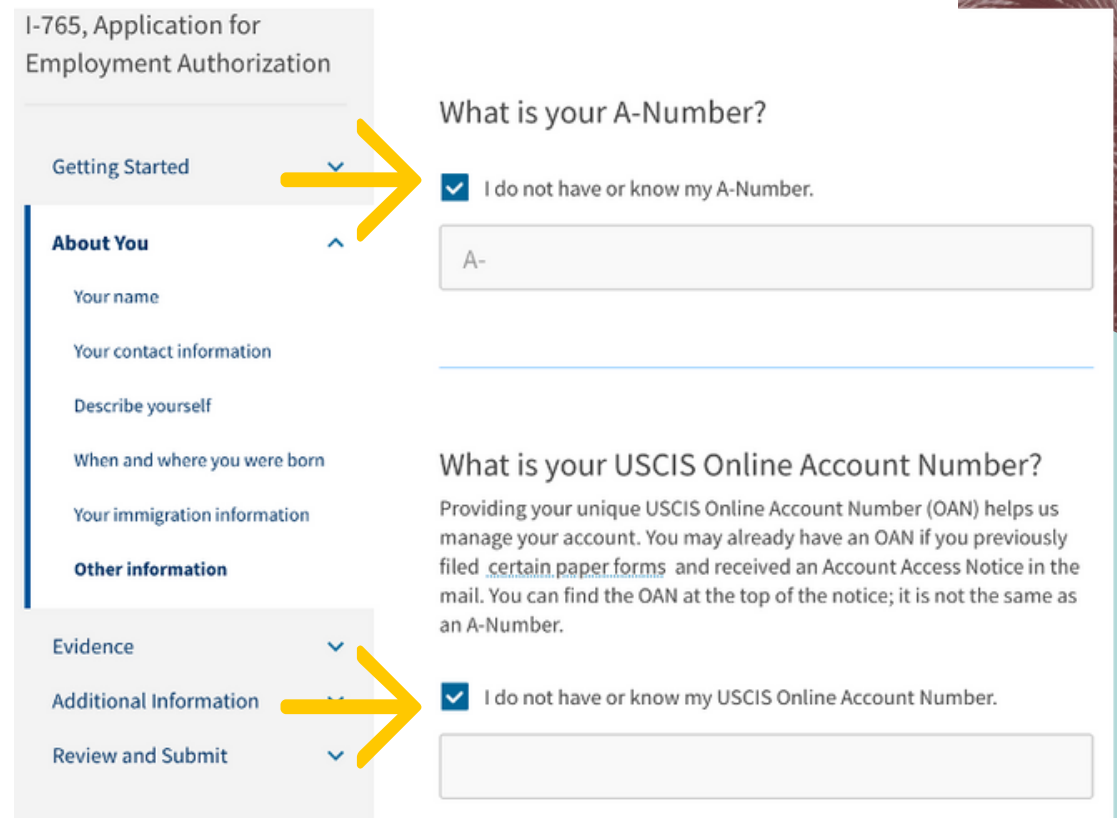
N- 00123456789

Back   Next

I-765 APPLICATION: ABOUT YOU

- Put your A-Number and USCIS Account number.
  - Most everyone is going to check you don't have or know your number

I-765, Application for Employment Authorization

Getting Started

About You

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence

Additional Information

Review and Submit

What is your A-Number?

☑ I do not have or know my A-Number.
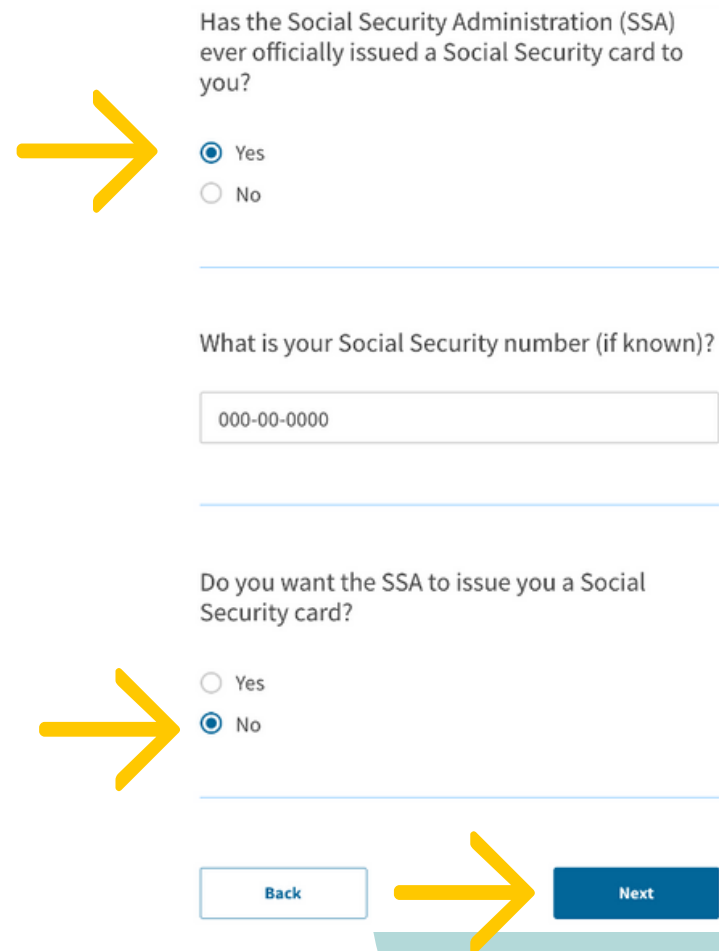
A-

What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) helps us manage your account. You may already have an OAN if you previously filed certain paper forms and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

☑ I do not have or know my USCIS Online Account Number.

I-765 APPLICATION: ABOUT YOU

- If you already have an SSN:
  - Mark Yes, you already have a number
  - Put your SSN
- If you need a new SSN card because you lost it mark 'yes' and complete
  - The most common response will be 'no'
- Click Next

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

- ● Yes
- ○ No

What is your Social Security number (if known)?

000-00-0000

Do you want the SSA to issue you a Social Security card?

- ○ Yes
- ● No

Back   Next

I-765 APPLICATION: ABOUT YOU

- If you don't have an SSN:
- Mark No, you don't have a number
- Mark 'Yes', you want a card
- Mark 'Yes' to authorize disclosure
- You then will be asked to provide a birth name for your father and mother.
- Click Next

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

- ○ Yes
- ● No

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

What is your father's birth name?

Given name (first name)   Family name (last name)

John   Doe

What is your mother's birth name?

Given name (first name)   Family name (last name)

Jane   Doe

Do you want the SSA to issue you a Social Security card?

- ● Yes
- ○ No

Back   Next

Back   Next

I-765 APPLICATION: EVIDENCE

- There are instructions for each piece of evidence that clearly outline file requirements. READ THEM.
- U.S. style passport photo: 2x2inches
- Where do you get one?
  - UPS, CVS, Walgreens, online
- Click Next

I-765, Application for Employment Authorization

Getting Started ⌄

About You

Evidence ⌃

    2 x 2 photo of you

    Form I-94

    Employment Authorization Document

    Previously authorized CPT or OPT

    Form I-20

Additional Information ⌄

Review and Submit ⌄

2 X 2 Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use to the Department of State's photo composition tools. Please note that we cannot approve your application without your photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Back   Next

I-765 APPLICATION: EVIDENCE

- There are instructions for each piece of evidence that clearly outline file requirements. READ THEM.
- Upload the necessary docs.
- Click Next

Evidence ^

  2 x 2 photo of you

→ Form I-94

  Employment Authorization Document

  Previously authorized CPT or OPT

  Form I-20

U.S. Customs and Border Pr
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number : 5623879314A
Most Recent Date of Entry: June 01, 2015
Class of Admission : F1
Admit Until Date : D/S
Details provided on the I-94 Information form:

Last/Surname : BULLDOG
First (Given) Name : ADDIE
Birth Date : 1887 October 14
Passport Number : 2479112
Country of Issuance : U.S.A

Passport Number : 2479112
Passport Country of Issuance : USA

	Date	Type	Location
1	2019-07-28	Arrival	LOS
2	2019-06-27	Departure	LOS
3	2019-01-20	Arrival	LOS
4	2018-12-19	Departure	LOS
5	2018-08-18	Arrival	LOS

Get Travel History

I-765 APPLICATION: EVIDENCE

- There are instructions for each piece of evidence that clearly outline file requirements. READ THEM.
- Upload the necessary docs (EAD or Passport & Visa)
- Click Next

I-765 APPLICATION: EVIDENCE

- There are instructions for each piece of evidence that clearly outline file requirements. READ THEM.
- Upload the necessary I-20s showing previously authorized CPT or OPT
- Ask OISS if you need clarification
- If you haven't done CPT or OPT before, you won't add anything
- Click Next

Evidence ˄

2 x 2 photo of you

Form I-94

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

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PROFESSIONAL DEVELOPMENT

I-765 APPLICATION: EVIDENCE

- There are instructions for each piece of evidence that clearly outline file requirements. READ THEM.
- Upload the necessary I-20 showing your current OPT authorization
- This step will be done in your OISS meeting prior
- You must submit within 60 days of OISS authorization
- Click Next

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

Evidence

2 x 2 photo of you

Form I-94
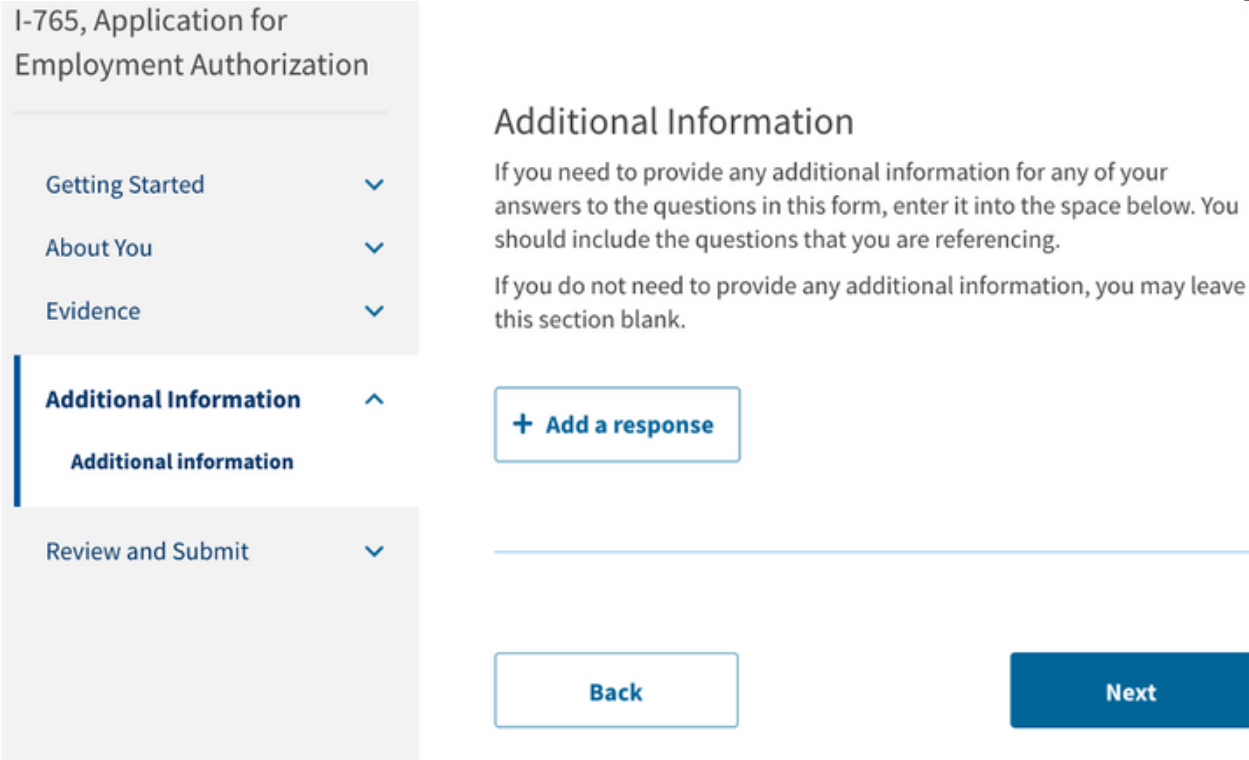
Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

I-765 APPLICATION: ADDITIONAL INFO

- You most likely will not have anything additional to add
- Ask your OISS advisor if you think you do
- Click Next

I-765, Application for Employment Authorization

Getting Started ⌄

About You ⌄

Evidence ⌄

Additional Information ⌃

　　Additional information

Review and Submit ⌄

Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

+ Add a response

Back

Next

I-765 APPLICATION: REVIEW & SUBMIT

- You will submit your final payment at the end of this process
  - As of Feb. 2022, the fee is $410. This is subject to change. The website will reflect the correct fee.
- Double check that there are no warnings to secure
- Click Next

I-765, Application for Employment Authorization

Getting Started ⌄
About You ⌄
Evidence ⌄
Additional Information ⌄

Review and Submit ⌃

Review your application

Your application summary

Your statement

Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

Your fee

ⓘ Your form filing fee is: $410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Alerts and warnings

✓ We found no alerts or warnings in your application

Back   Next

I-765 APPLICATION: REVIEW & SUBMIT

- Double check your draft snapshot before submitting

I-765 APPLICATION: REVIEW & SUBMIT

- Check the box to verify that you submitted this on your own
- Select 'Next'

I-765 APPLICATION: REVIEW & SUBMIT

- Check the applicant statement box
- Provide your e-signature
- Select 'Next'

I-765, Application for Employment Authorization

Getting Started

About You

Evidence

Additional Information

Review and Submit

Review your application

Your application summary

Your statement

Applicant's Declaration and Certification

You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefit. You may also face criminal prosecution and penalties provided by the law.

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original

with, my application, and that all of this information is complete, true, and correct.

☑ I have read and agree to the applicant's statement

You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

Addie The Bulldog

Back   Next

I-765 APPLICATION: REVIEW & SUBMIT

- Click the 'Pay and submit' button
- You will be re-directed to Pay.gov
  - be ready with your credit card or bank information
- It can be helpful to open in a new tab
- Submit

I-765, Application for Employment Authorization

Getting Started ⌄
About You ⌄
Evidence ⌄
Additional Information ⌄

Review and Submit ⌃

Review your application
Your application summary
Your statement
Your signature
Pay and submit

Pay for and submit your application

The final step to submit your Form I-765, Application for Employment Authorization is to pay the required fee.

Your application fee is: **$410**.

Refund Policy: By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.

We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment

When you have paid your fee, your form will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

Pay and submit

I-765 APPLICATION: PAYMENT

- This is what to expect on the Pay.gov page if you pay with your bank information

USCIS I-765

Payment Information

Payment Amount $410.00

I want to pay with my

→

⦿ Bank account (ACH)

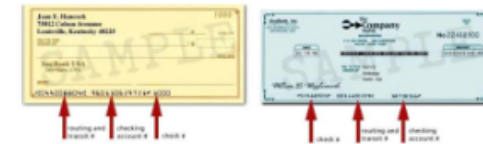◯ Debit or credit card

Continue   Cancel

USCIS I-765

Please provide the payment information below. Required fields are marked with

Agency Tracking ID
TP4CWHNSF46CY8

Payment Amount
$410.00

* Account Holder Name

* Account Type

Select ...

* Routing Number

* Account Number

* Confirm Account Number

→

Continue   **Previous**   Cancel

I-765 APPLICATION: PAYMENT

- This is what to expect on the Pay.gov page if you pay by credit card

USCIS I-765

Payment Information

Payment Amount $410.00

I want to pay with my

○ Bank account (ACH)

◉ Debit or credit card

Continue Cancel

USCIS I-765

Please provide the payment information below. Required fields are marked wit

Agency Tracking ID
TP4CWHNSF46CY8

Payment Amount
$410.00

* Cardholder Name

* Cardholder Billing Address

Billing Address 2

City

* Country
Select Country

State/Province

ZIP/Postal Code

* Card Number

VISA ⬤ ⬤ ⬤ ⬤ ⬤ ⬤

* Expiration Date
Select ...   Select ...

* Security Code

What's this?

Continue Previous Cancel

WHAT HAPPENS AFTER YOU SUBMIT?

- USCIS emails you a receipt notice with

  your individual receipt number. You will

  also get it mailed

- USCIS emails/mails approval notice and

  mails Employment Authorization

  Document (EAD) (3 weeks-5 months)

- You may begin working only ONCE you
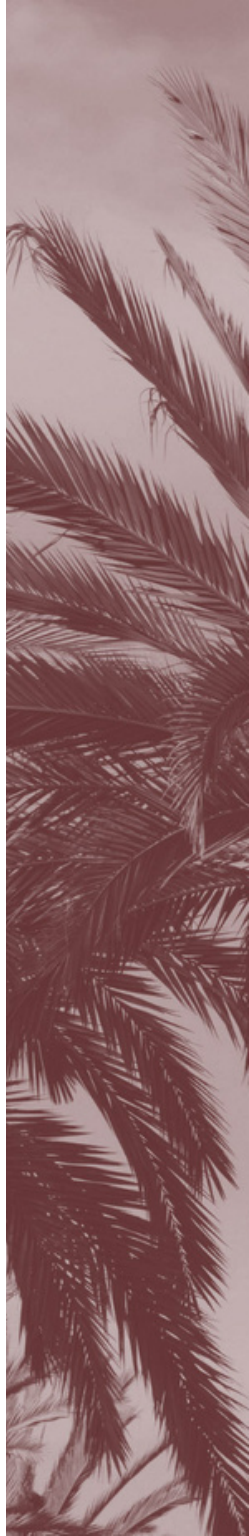
  have received the EAD in the mail
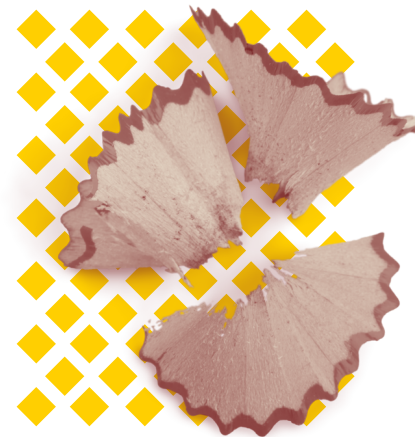
STATUS ONCE OPT IS PENDING

- You are permitted to remain in the U.S. until OPT start date
- It is not recommended that you leave the country until you receive your EAD card
- No employment, either on-campus or off-campus is permitted between graduation and the start date of OPT)

STATUS DURING OPT

OPT is an extension of F-1 status, not a different status:

- You'll still have an active SEVIS record at U of R
- You'll need to update OISS with any changes
- You'll still have an active I-20
- You'll still need to get Travel Signatures
- You'll still need to have a valid F-1 visa to reenter the U.S.

Maintaining status of OPT:

- Must be engaged in paid or unpaid work
  - at least 20 hours per week or full-time (40 hrs/wk)
- Can only work in your major field of study
- Cannot exceed your 90 days of unemployment

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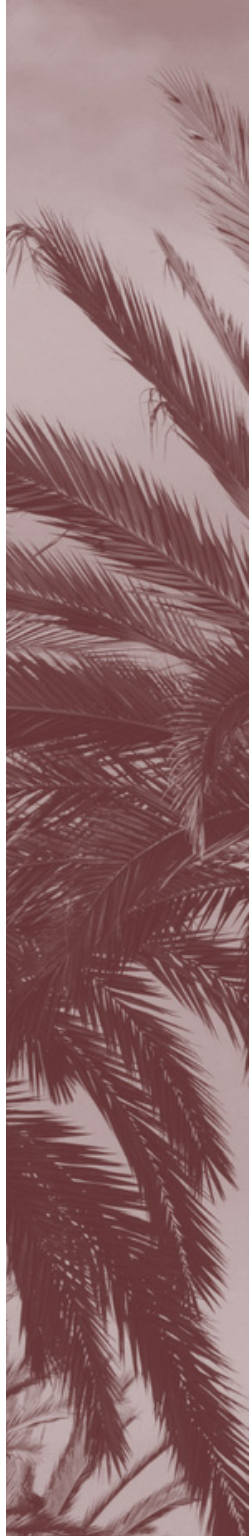
SEVP PORTAL

While on OPT, you MUST report all employment and address changes within 10 days of change.

- Will receive email from SEVP when OPT begins
- You'll be able to report changes to:
    - Residential address
    - Phone number
    - Employment start/end dates
    - Supervisor changes
    - Add second employer

An official website of the United States government   OMB 1653-0054 (Expires 7/31/2021)

SEVP Portal | Student and Exchange Visitor Program Portal

Sign In

Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to Portal Help for more information.

Email

Password

Login   Reset Password

SEVP PORTAL

There are four basic steps for creating an account in the SEVP Portal:

1. SEVIS notifies the SEVP Portal of U.S. Citizenship and Immigration Services' (USCIS) approval of the student's OPT or practical training and the OPT authorization is active; the portal emails the student instructions for creating a portal account.
2. Student receives the email which contains a link they must use to create the account. This link is unique to the student and cannot be shared or reused.
3. Student clicks the link in the email, enters their SEVIS ID and creates a password.
4. The SEVP Portal creates the student's user profile.

    ○ https://studyinthestates.dhs.gov/create-an-sevp-portal-account
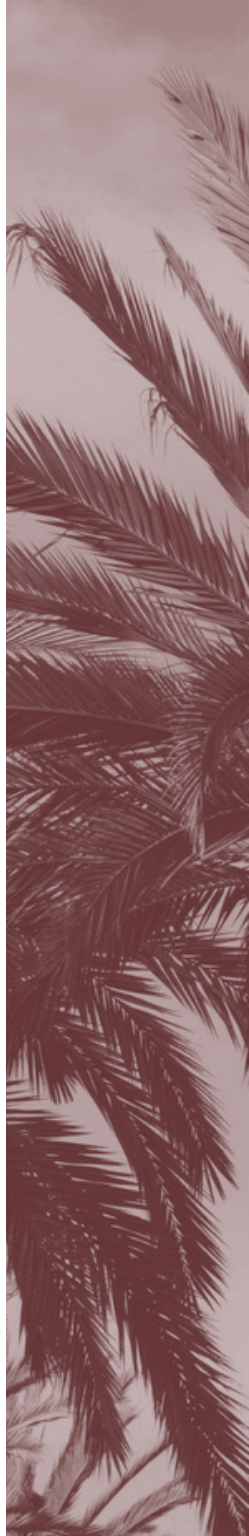
EAD CARD

- Review your EAD card to make sure the information is accurate. If it is not, contact OISS
- Present your EAD to employers as proof that you are legally authorizated to work in the US.
    - You will need this for hiring paperwork, such as the I-9
- The EAD is a required document for entry to the U.S. during OPT


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JOB SEARCHING

- You do not need a job offer to apply to OPT
- It is your responsibility to find appropriate employment
  - You need to be able to make the case for how it is directly related to your program of study (major)
- It may also take months to be secure a job offer - start your search early and look often
- When confronted with the question, "Are you authorized to work in the U.S.?", on job applications:
  - select 'YES' - that is what your EAD card proves.
- Network with U of R alumni
  - International alumni can help share their job search tips
  - All alumni still working in the U.S. can help guide your search

TYPES OF ACCEPTABLE EMPLOYMENT

- Paid employment - at least 20 hrs/wk
- Multiple employers or short-term employers - performing artists
- Work for hire – contract work (1099 employment)
- Self-employed business owner - full-time only
- Employment through an agency
- Unpaid employment – volunteer or unpaid internship (not violating any labor laws)
  - Detailed record keeping by student required
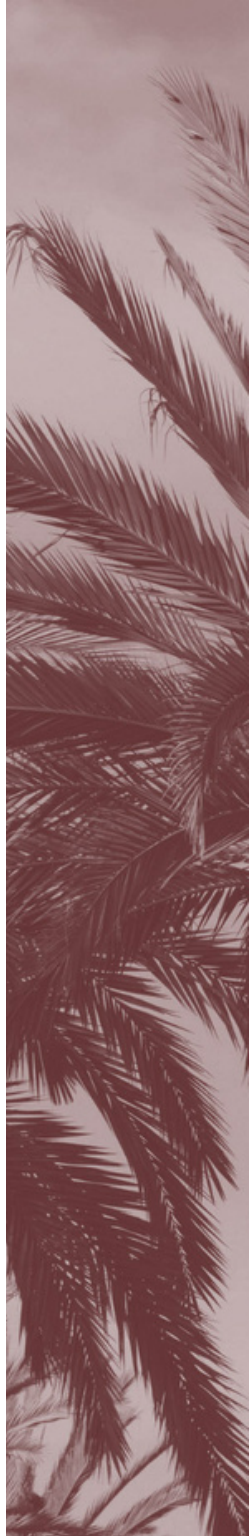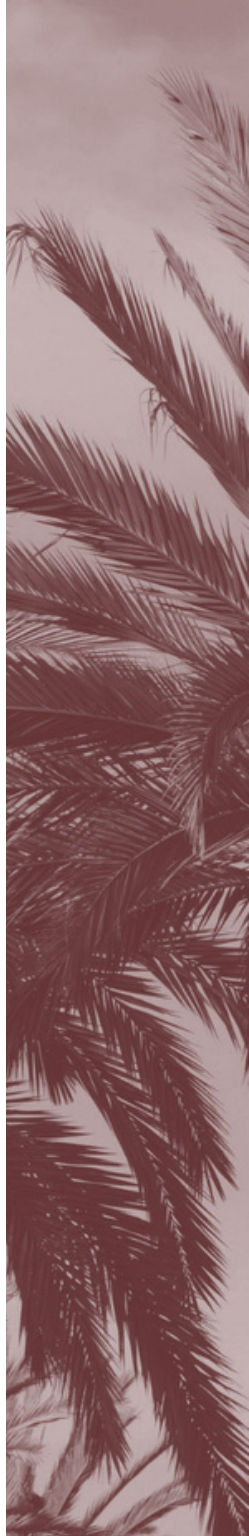
ACCUMULATING UNEMPLOYMENT

- You may not accumulate more than 90 days of unemployment
  - If you reach 90 days of unemployment, you need to leave the U.S. or you will be in violation of your visa
- Unemployment "adds up" whether you are in the U.S. or not
- Keep track of your unemployment
- Once you find an opportunity, or have switched to a new opportunity, the unemployment calendar stops

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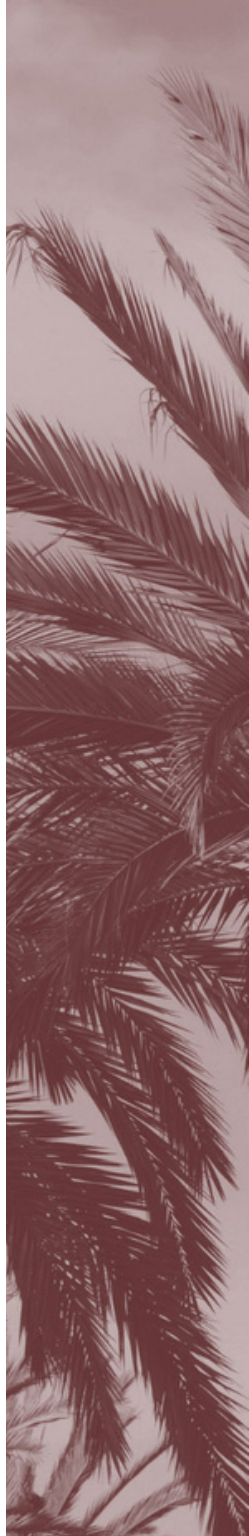
EXTENDING OPT

- You have a 60-day grace period following the end of OPT during which time your can transfer your to another level of education, or file an Extension or USCIS Change of Status
- If you intend to apply for an OPT STEM Extension, you must do so before the expiration of your 12 month OPT (can apply 90 days prior to OPT ending)
  - Follow the guide for online submission
- The only additional extension of OPT available is the OPT Cap Gap Extension, for students who have an accepted cap-subject H1-B application.
- If you receive an Extension of your OPT, the grace period will begin after the end of the Extension period.
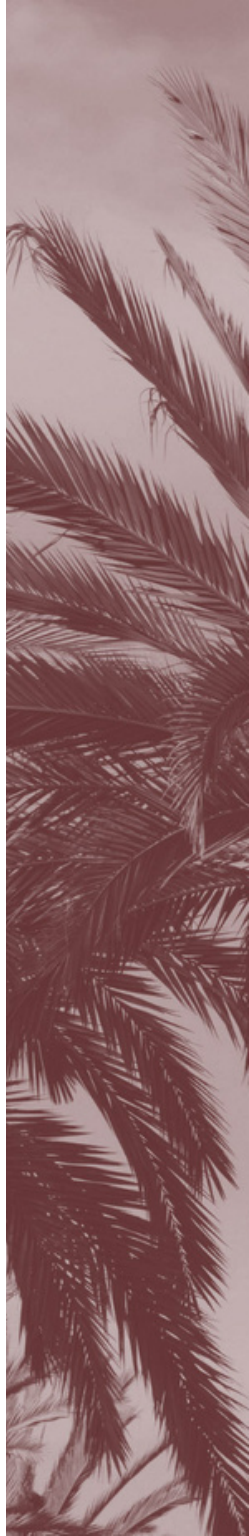
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COMPLETING OPT

- If you do not extend your OPT, and your EAD expires, you have the following options before the end of the 60 days grace period:
  - Exit the US within 60 days
  - Continue your F-1 Status & Studies: Transfer your I-20 to continue studies at another school OR request a Change of Educational Level to begin new studies at UOR
  - Work with immigration legal counsel regarding a Change of Status application to a new visa category. You will need to check with your legal counsel regarding your allowed period of stay or required exit date if you have a pending change of status when your grace period ends.

LET'S KEEP IN TOUCH

oiss@redlands.edu

→ OISS Website

OCPD Resources

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