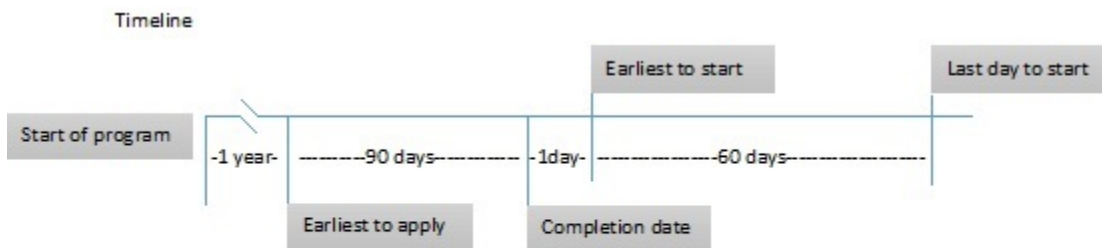


Optional Practical Training is designed to provide you with an opportunity to gain actual employment experience in your chosen profession for a maximum of one year (12 months), or 27 months with the STEM extension. Its purpose is to "round off" or complement your academic work. If you have completed any optional practical training prior to completion of studies, this time will be deducted from the maximum of 12 months allowed. Less than 12 months of full-time curricular practical training does not deduct OPT time. Please discuss this topic with an International Advisor if the difference is not clear to you.

**STEP 1 – TIMELINE**



Ex. Jo Coyote started her degree 09/24/2013. She graduates 06/30/2015. She wants to start OPT on 07/15/2015, so she turns in her OPT Application to the CISP office on 04/09/2015.

When you apply for OPT you must choose the date to start, then turn in your paperwork 100 days before you want to start (5 days to process with CSIP + 5 days mail + 90 days to process with USCIS). In general students who start early already have a job lined up. Students who start late are doubtful of finding a job quickly. Once you have decided on a date, you can't change it. The CISP office cannot process your OPT (issue a New I-20 with OPT dates listed on page 3), until you choose a date. All missing information will be returned unfinished.

**STEP 2 – DO I QUALIFY?**

- Must be in F-1 status for at least (9) months, one academic year, of continuous full time enrollment
- Must be directly related to student's field of study
- Must have filed the Petition to Graduate with the Office of the Registrar, and graduate students must have approval from their academic department before applying
- Must be processed between 90 days before graduation and up to 60 days after graduation, keeping in mind it takes 90 days to process and that the last day to start working is 60 days after graduation
- Must be authorized by the Center for International Studies and Programs
- Only one OPT may be used at each degree level
- 1 year of full-time CPT will cancel your OPT opportunity

**OPT FACULTY RECOMMENDATION FORM**

To: Center for International Studies and Programs  
From: Department Chair or Faculty Adviser  
RE: Optional Practical Training – Student Employment

Student Name:

Student ID #:

\_\_\_\_\_

\_\_\_\_\_

As Faculty Adviser, I support of the application for practical training of the above named of student who will graduate from the California State University, San Bernardino the current quarter (within 100 days). Applying to the United States Citizenship and Immigration Services for permission to accept Post-Completion Practical Training would be valuable work experience that will enhance the student’s field of study. I therefore hope that you will grant this student’s request for practical training.

Name:

Signature:

\_\_\_\_\_

\_\_\_\_\_

Department:

Position:

\_\_\_\_\_

\_\_\_\_\_

Date:

\_\_\_\_\_

**STEP 3 – CHECKLIST**

Pre-Completion (c, 3, A) [ N/A ]	Post-completion (c, 3, B) [ ]	Extension (c, 3, C) [ ]	Date: _____
Student's Name: _____	Major: _____	Graduation Date/ Quarter: _____	Sex: M [ ] F [ ]
Student ID # _____	Undergraduate [ ]	E-mail Address: _____	OPT Start Date: _____
Graduate [ ]	Telephone: _____	Current Local Address: _____	Current Foreign Address: _____
Address _____	Address _____	City State Zip _____	City State Zip _____
City State Zip _____	Country _____		

*Documents needed:*

- OPT Faculty Recommendation Form (only for Post-Completion OPT)
- Two U.S. passport style photos (2" x 2") with your name, date of birth, I-94 number and SEVIS number on the back
- Check or money order made out to "U.S. Department of Homeland Security" for \$410
- Completed I-765 found at the following website: <http://www.uscis.gov/files/form/i-765.pdf>
  - Make sure your signature is not more than 2 inches in length and doesn't touch the lines.
- Completed G-1145 found at the same website as above
- I-94, printed from: <https://i94.cbp.dhs.gov/I94/request.html>
- Original copies of your passport and visa
- Copies of all I-20s from all schools attended
- Note: you must continue your health insurance while on OPT

*Additional items for STEM 24 month Extension:*

- Copy of transcripts or degree
- Copy of EAD card
- Copy of 1-797 notice of OPT approval
- Form I-983
- Question 21 is the E-Verify information and must be completely filled in

*Receive from CISP:*

- New I-20 with OPT dates listed on page 3

I have all the items listed above. I will come in 5 days to pick up my I-20 and mail it to USCIS. I will not work until I am fully authorized from USCIS.

Signature: \_\_\_\_\_

**After 5 Working days return to the CISP office to pick up the I-20**

**STEP 4 – WHAT DO I DO WITH MY PACKET?**

Your Packet consists of the following documents:

- Two U.S. passport style photos (2" x 2") with your name, date of birth, I-94 number and SEVIS number on the back
- Check or money order made out to "U.S. Department of Homeland Security" for \$410
- Completed I-765 found at the following website: <http://www.uscis.gov/files/form/i-765.pdf>
- Completed G-1145 found at the same website as above
- I-94, printed from: <https://i94.cbp.dhs.gov/I94/request.html>
- Original copies of your passport and visa
- Copies of all I-20s from all schools attended
- Additional STEM Extension material (if applicable)

You are required to mail your packet to USCIS. Most students will mail their packets to the Phoenix Lockbox but this is based on the state you currently live in. If you chose to send your packet by USPS, please ask for tracking information. You want to prove that USCIS received your packet.

<b>USCIS Phoenix and Dallas Lockbox facilities</b>	
<b>If you live in:</b>	<b>Mail your application to:</b>
Alaska, Arizona, <b>California</b> , Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Northern Mariana Islands.	<b>USCIS Phoenix Lockbox</b> For U.S. Postal Service (USPS) deliveries: USCIS PO Box 21281 Phoenix, AZ 85036 For Express mail and courier deliveries: USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034
Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia	<b>USCIS Dallas Lockbox</b> For U.S. Postal Service (USPS) Deliveries: USCIS PO Box 660867 Dallas, TX 75266 For Express mail and courier deliveries: USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067

**You are not done yet!**

## **STEP 5 – WHILE YOU ARE WAITING**

- I will not work until I receive my EAD card and it is valid.
- I will only work in jobs closely related to my major (keep a folder of evidence: job description, paystubs, etc.)
- I understand that I should not move while waiting for the OPT to be approved; otherwise my documents will be lost.
- I understand that USCIS must receive my application within 30 days of your new I-20 being issued, when documents are completed and dated.
- I will not travel outside the country while my OPT is being processed
- If I fail to graduate as planned, my OPT will become PART-TIME work authorization until I complete my program requirements. If I do not graduate, then I am not qualified to continue the program.
- I understand the requirements and have reviewed all documents. If there are any errors on the submitted I-765, I understand that I will be responsible for any replacement application fees.

## **STEP 6 – WHAT TO DO WHEN YOU RECEIVE THE CARD**

I agree to provide CISP the required information: If I am on the STEM extension, I will do this every 6 months.

Copy and paste this section in an email.

**Subject: OPT Employment Report**

1. **copy of EAD card:**
2. **legal name (as it appears in my passport):**
3. **residential or mailing address, phone number and email:**
4. **Statement of how job is related to major:**
5. **Self-Employment or Company/Employer Name:**
6. **the employer's Employer Identification Number (EIN):**
7. **Job Title [Student]:**
8. **Start Date [Employment]:**
9. **End Date [Employment]:**
10. **Full-time/Part-time:**
11. **Employer Address:**
12. **Supervisor (Last Name, First Name, Telephone Number, email Address):**
13. **Any Remarks:**

Other requirements:

- I will maintain my current address and contact information with CISP.
- I will report my last day of employment, (and submit the proper I-983 paperwork if on STEM).
- I understand I only have 90 days (150 for STEM Extension) of unemployment for the duration of my OPT.
- I am allowed a 60 day grace period after the expiration of the OPT card to remain in the US.
- I will not travel during Optional Practical Training, unless I have a job. Entry documents: valid visa, passport, I-20 with travel signature, EAD card, letter of employment.
- Transferring to another school or beginning full-time study automatically terminates any remaining portion of my OPT.
- I understand that all international students must purchase insurance through CISP as required by CSU, San Bernardino.

**NOTE: If you need a Social Security Number, Take your EAD card and immigration paperwork to the Social Security Office.**

## **STEP 7 – WHAT TO DO WHEN YOU ARE ON STEM EXTENSION**

Send to CISP a validation report every six months (even if there has been no change) starting from the date the STEM extension starts and ending when your F-1 status ends or the STEM extension ends, whichever is first. The validation report must include your:

- Full legal name
- SEVIS ID number
- Current local address in the U.S.
- Name and address of the current employer
- Date you began working for the current employer
- The I-983
  1. Status of current employment/practical training experience
  2. Beginning a new practical training opportunity with a new employer during the 24-month extension
  3. Any time there is a "material change" in the terms and conditions of the original I-983
  4. End of employment

Please send this report in an email to [eperry@csusb.edu](mailto:eperry@csusb.edu) including "**24-Month STEM OPT Extension Validation Report**" in the subject line.

\* \* \*

I certify that I have read and understand the above stated responsibilities that are required of me.

Signature: \_\_\_\_\_