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 36 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
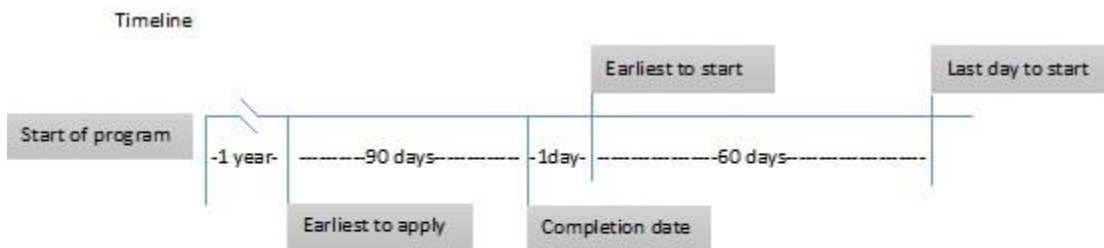
Ex. Cody Coyote started his degree 09/24/2016. He graduates 06/30/2018. He wants to start OPT on 07/15/2018, so he turns in his OPT Application to the CISP office on 04/09/2018.

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 to finish the application + 90 days to process with USCIS). In general students who want to 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 2), until you choose a date.

The last day to request an OPT I-20 is your last day of classes.

STEP 2 – DO I QUALIFY?

→ Must be in F-1 status for at least (9) months of continuous full time enrollment.

→ Must be directly related to student's field of study.

→ Must be processed in your last term at CSUSB.

→ Must be authorized by the Center for International Studies and Programs, before classes end on your last term.

→ Only one OPT may be used at each degree level.

→ 1 year of full-time CPT will cancel your OPT opportunity.

→ Must attend the OPT Info Session.

STEP 3 – CHECKLIST

Pre-Completion (c, 3, A) [N/A]   Post-completion (c, 3, B) [ ]   Extension (c, 3, C) [ ]

Date:

Student's Name: _____   _____

Student ID #

_____   Major:_____   Sex: M [ ]   F [ ]

Graduation Date/   OPT Start

Graduate [ ]   Undergraduate [ ]   Quarter: _____   Date:_____

Telephone: E-mail Address:

_____   _____

Current Local Address: Current Foreign Address:

_____   _____

Address   Address

_____   _____

City State Zip   City State Zip

                                                    _____

                                                    Country

Documents needed at CISP:

☐   Checklist completely filled, including the OPT start date. (An I-20 will not be processed without a start date.)
☐   The last day to request an OPT I-20 is your last day of classes.

Documents needed at CISP for STEM 24 month Extension:

☐   I-983 completely signed and completely filled out.

Receive from CISP:
☐   New I-20 with OPT dates listed on page 2

I have read the packet thoroughly and will abide by the rules set forth with in. I will come in 5 days to pick up my I-20 and submit it to USCIS. I will not work until I am fully authorized from USCIS.

Signature: _____

STEP 4 – WHAT DO I DO WITH MY PACKET?

Your Packet consists of the following documents:

Post-Completion OPT (After graduation)	STEM OPT Extension
☐ One U.S. passport style photos (2" x 2") .	☐ One U.S. passport style photos (2" x 2") .
☐ I-94, printed from: https://i94.cbp.dhs.gov/I94/#/home	☐ I-94, printed from: https://i94.cbp.dhs.gov/I94/#/home
☐ Copies of your passport and visa.	☐ Copies of your passport and visa.
☐ Copies of all I-20s from all schools attended.	☐ Copies of <u>all</u> I-20s from all schools attended.
Credit Card, Debit Card or electronic Check available to pay the filing fee of $410.	☐ Credit Card, Debit Card or electronic Check available to pay the filing fee of $410.

☐ Completed I-765 found at the following website: http://www.uscis.gov/files/form/i-765.pdf
   • Post completion OPT is (c) (3) (B)
	☐ Completed I-765 found at the following website: http://www.uscis.gov/files/form/i-765.pdf
	   • STEM extension OPT is (c) (3) (C)

	☐ Copy or degree or transcripts showing STEM Major.
	☐ Copy of EAD card.
	☐ Copy of I-797 OPT approval notice.

USCIS Online Account

You will submit your aplication on-line, through your USCIS online account (https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account).

Filing a form online is better than mailing a paper form because you can:

- Enter your information using a phone, tablet, or computer;
- Avoid common mistakes (for example, you won't be able to submit without signing);
- Save your draft application and finish it at your own pace;
- Easily and securely pay your filing fee; and
- Receive immediate confirmation that we have received your form instead of waiting for the mail.

After you file, you can use your account to:

- Get your current case status and the history of your case;
- Respond to Requests for Evidence (RFEs);
- Access every notice we sent to you; and
- Send secure messages and get answers.

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 (Post-Completion OPT only).
- 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 OPT 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 degree 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

On the day your OPT starts, you will receive an email for SEVP.DHS.GOV . This will allow you to set up a SEVP Portal account. The benefits are that you can report employment and update your contact information directly. You can also see that you are in status through your employment dates listed.

If you cannot access the SEVP Portal, please send the information below in an email to cisp@csusb.edu.
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:**

How to Maintain Status:

- 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.