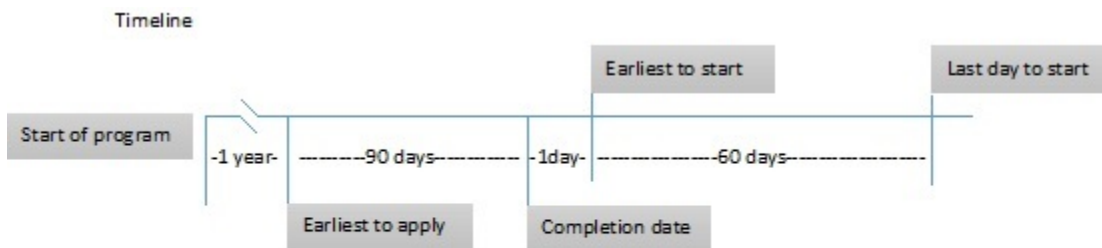


Optional Practical Training is designed to provide you with an opportunity to gain actual employment experience in your chosen profession for a maximum of one year (12 months), or 36 months with the STEM extension. Its purpose is to "round off" or complement your academic work. If you have completed 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 mail + 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. All missing information will be returned unfinished.

STEP 2 – DO I QUALIFY?

- Must have attended an OPT workshop in the last year.
- 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:

Department:

Date:

Signature:

Position:

STEP 3 – CHECKLIST

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

Documents needed at CISP:

- I-20 Request form, requesting OPT
- Checklist completely filled, including the OPT start date. (An I-20 will not be processed without a start date.)
- OPT Faculty Recommendation Form

Documents needed at CISP for STEM 24 month Extension:

- I-20 Request form
- 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 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:

Post-Completion OPT (After graduation)	STEM OPT Extension
<ul style="list-style-type: none"> <input type="checkbox"/> Two U.S. passport style photos (2" x 2") with your name, date of birth, I-94 number and SEVIS number on the back. <input type="checkbox"/> Check or money order made out to "U.S. Department of Homeland Security" for \$410. <input type="checkbox"/> Completed I-765 found at the following website: http://www.uscis.gov/files/form/i-765.pdf <input type="checkbox"/> Completed G-1145 found at the same website as above. <input type="checkbox"/> I-94, printed from: https://i94.cbp.dhs.gov/I94/request.html <input type="checkbox"/> Copies of your passport and visa. <input type="checkbox"/> Copies of <u>all</u> I-20s from all schools attended. 	<ul style="list-style-type: none"> <input type="checkbox"/> Two U.S. passport style photos (2" x 2") with your name, date of birth, I-94 number and SEVIS number on the back. <input type="checkbox"/> Check or money order made out to "U.S. Department of Homeland Security" for \$410. <input type="checkbox"/> Completed I-765 found at the following website: http://www.uscis.gov/files/form/i-765.pdf <input type="checkbox"/> Completed G-1145 found at the same website as above. <input type="checkbox"/> I-94, printed from: https://i94.cbp.dhs.gov/I94/request.html <input type="checkbox"/> Copies of your passport and visa. <input type="checkbox"/> Copies of <u>all</u> I-20s from all schools attended. <input type="checkbox"/> Copy or degree or transcripts showing STEM Major. <input type="checkbox"/> Copy of EAD card. <input type="checkbox"/> Copy of I-797 OPT approval notice.

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.

If you live in . . .

Mail to . . .

Alaska, Arizona, California , 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.	USCIS Phoenix Lockbox For U.S. Postal Service (USPS): USCIS P.O. Box 21281 Phoenix, AZ 85036	For FedEx, UPS, and DHL deliveries: USCIS Attn: NFB 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	USCIS Dallas Lockbox For U.S. Postal Service (USPS): USCIS P.O. Box 660867 Dallas, TX 75266	For FedEx, UPS, and DHL deliveries: USCIS Attn: NFB 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 (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.