

OPTIONAL PRACTICAL TRAINING (OPT) WORKSHOP:

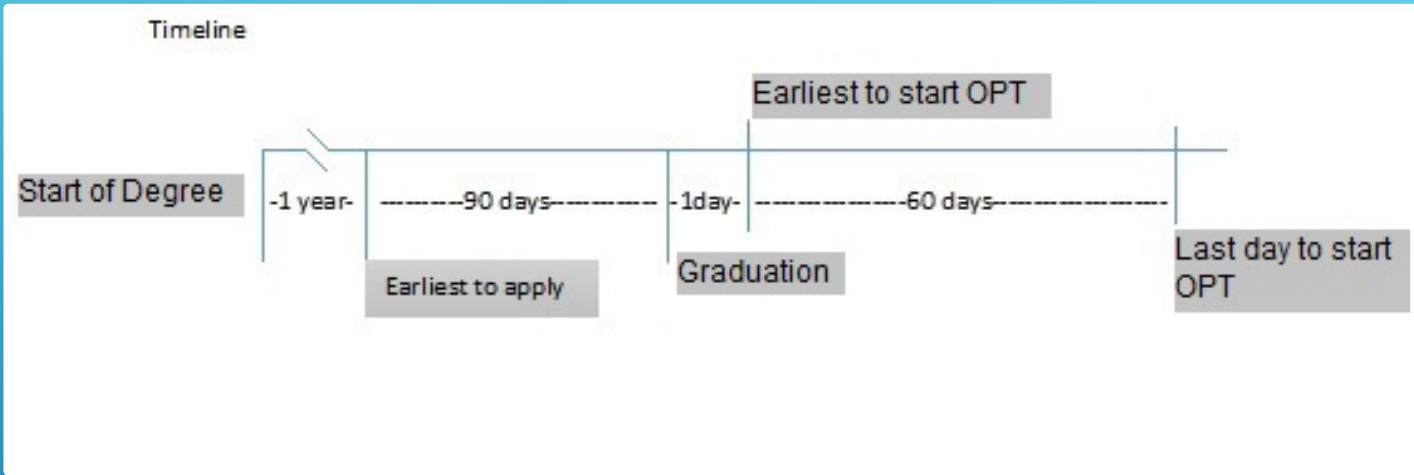
The Story of Cody Coyote

OPT is the Opportunity to work after you have completed your program. There is a 1 year opportunity and an additional 2 year opportunity for STEM majors. This workshop is good for one year.



Cody the Coyote is graduating this quarter and he wants to apply to OPT. He knows that his program end date is the last day of finals but he's not sure what to do from there. So he goes to the OPT workshop to learn more. At the workshop he is told that he should apply 100 days before he wants to work (10 days to prepare and 90 days for USCIS to approve his application). He is also told that he can start anytime during his grace period.





Date you want to start – 100 days = Date you turn in petition to CISP

STEP 1 – TIMELINE



Cody has been in the U.S. for a while. He started out in an English Learning Program and has worked his way to an MBA in Information Technology. About two years ago he took a break and spent 6 months in his home country. He needed a new SEVIS record and I-20 to return. He has never participated in OPT before. He wonders if he qualifies.



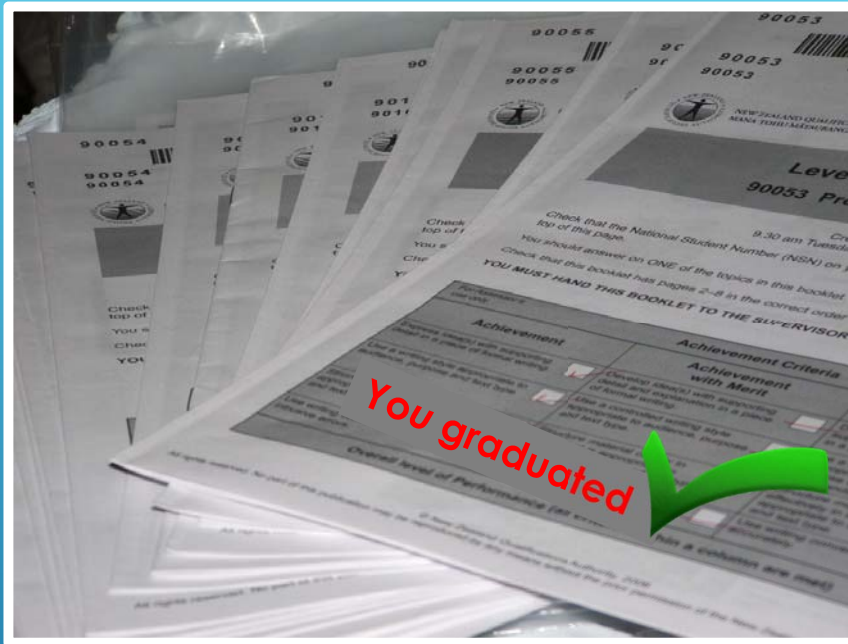


STEP 2 – DO I QUALIFY?



□ ONE ACADEMIC YEAR





□ FILING A GRAD CHECK



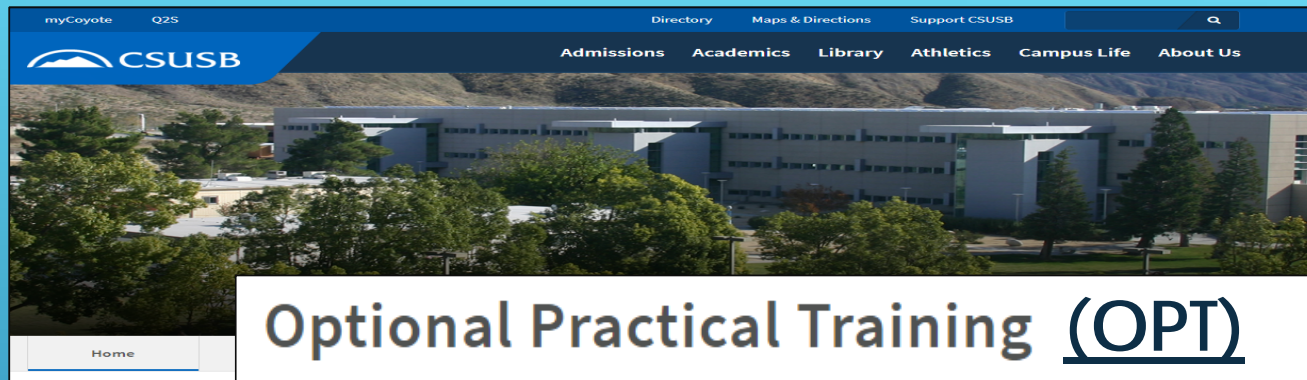


❑ ONLY ONE OPT MAY BE USED AT EACH DEGREE LEVEL



Now that Cody knows he qualifies. He also plans to start at the end of his grace period, so he can have more time to find a job. He knows he has to fill out an application with USCIS and turn in his documents but he isn't sure which documents and where to find the application.





Optional Practical Training (OPT)

Optional Practical Training is designed to provide students the opportunity to gain actual employment experience in a 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.

Download [CISP Optional Practical Training Application Guide](#)

Download [Form I-765 \(Application for Employment Authorization\)](#)

F-1 Optional Practical Training (OPT) Application Guide

CISP

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STEP 3 – APPLY FOR OPT (OR HOW TO GET A SUPPORTING I-20?)



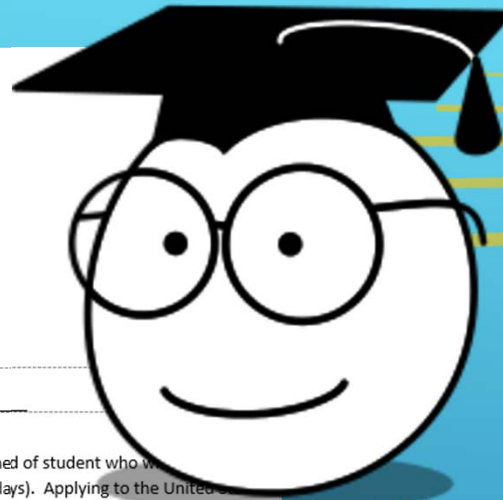
OPT FACULTY RECOMMENDATION FORM

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 was 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: _____	



❑ OPT FACULTY RECOMMENDATION FORM





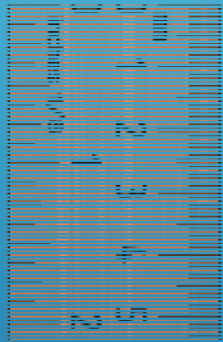
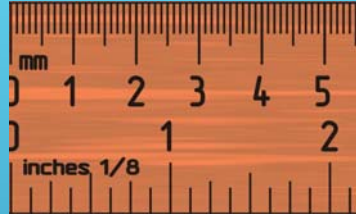
**AFTER 5 WORKING DAYS RETURN TO THE
CISP OFFICE TO PICK UP THE PACKET.**





WHILE YOU ARE WAITING . . .





□ TWO U.S. PASSPORT STYLE PHOTOS



❑ USCIS PETITION FEE



Cody Coyote
1234 College Dr
San Bernardino CA 92407

1936

 Mm/dd/yyyy
DATE

PAY TO THE ORDER OF US Department of Homeland Security \$ **410.00**

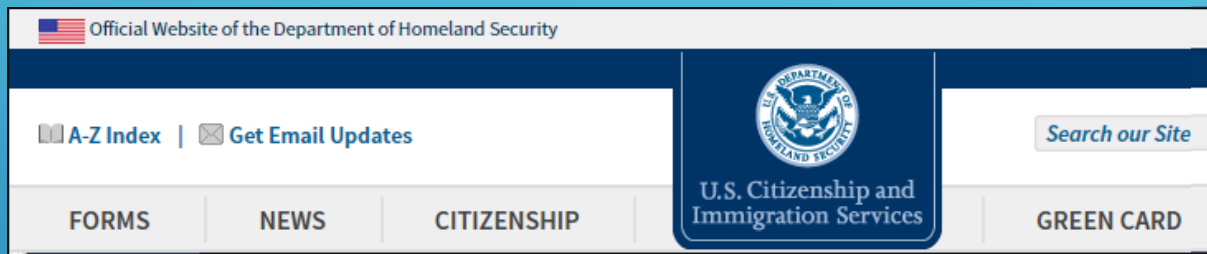
Four hundred and ten and no change --- DOLLARS  Security Features Details on back

FOR OPT Cody Coyote

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☐ COMPLETE I-765 AND G-1145 (OPT PETITION FORMS FROM USCIS)



Forms

USCIS FORMS ARE FREE: Download them online or you can also order forms by mail or phone. Don't pay for forms.

Don't forget to sign your forms! Failure to sign your forms may result in your application being denied.

Evidence: When submitting a form, send copies of all evidence. Send original evidence when not required or requested by USCIS.

I-765, Application for Employment Authorization

The **Form I-821** instructions currently list an incorrect amount for the Form I-765 fee. The correct filing fee for the Form I-765 is \$410. Please refer to the Form I-765 instructions for the most accurate information about the filing fee.

- Form I-765 (PDF, 289 KB)
- Instructions for Form I-765 (PDF, 332 KB)
- I-765 Worksheet (PDF, 235 KB)
- Form G-1145, E-Notification of Application/Petition Acceptance (PDF, 229 KB)



NOTE: IF YOU NEED A SOCIAL SECURITY NUMBER, MAKE SURE TO STATE THAT ON YOUR I-765 FORM.



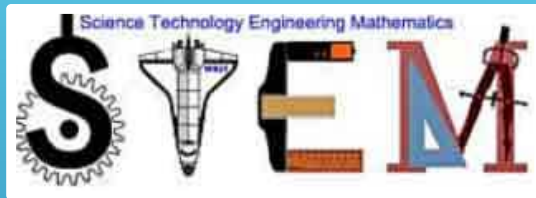
❑ ORIGINAL COPIES OF YOUR PASSPORT, VISA AND I-94





- ❑ COPIES OF ALL I-20S FROM ALL SCHOOLS ATTENDED (WHAT TO DO IF I CAN'T FIND MY I-20S)





OPT



- Copy of transcripts or degree
- Copy of EAD card
- Copy of 1-797 notice of OPT approval
- Form I-983
- Question I7 is the E-Verify information and must be completely filled in

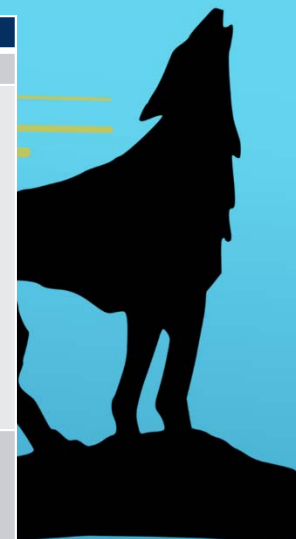


Cody has turned in the OPT Application Packet, including the faculty recommendations, the OPT request page and the signature pages, to the CISP office. While he is waiting for his new I-20 he gathers the I-765 and G1145 applications, passport pictures, check, and copies of his passport, visa, I-94 and all his I-20s. He accidentally threw some I-20s away, so he also made a list of the schools he attended, the dates he attended and stated that he didn't work CPT nor OPT at those times. Now that everything is together, Cody wonders where to send the packet.



USCIS Phoenix and Dallas Lockbox facilities

If you live in:	Mail your application 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) 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	USCIS Dallas Lockbox 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



STEP 4 – WHAT DO I DO WITH MY PACKET?

Send by Registered/Certified Mail!



Cody will move to New York when he is done with school but he doesn't. He decides that he will use his friend's address, who lives in LA. Therefore he sends his package to the Phoenix Lockbox. Since he is sending it by FedEx, he is using the street address on his package. Cody makes a copy of his petition for his records and saves the FedEx tracking information, just in case it gets lost at USCIS.





YOU ARE NOT DONE YET!





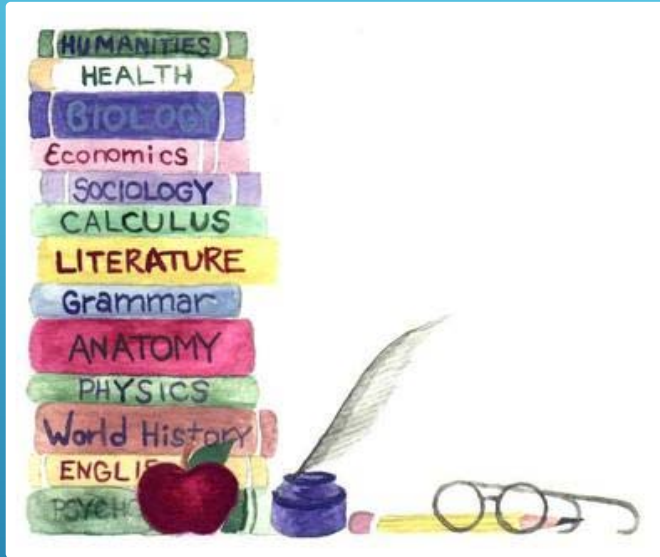
STEP 5 – WHILE YOU ARE WAITING





□ SEARCH FOR WORK





❑ JOBS CLOSELY RELATED TO MAJOR





- ❑ MINIMUM REQUIREMENTS ARE TO WORK MORE THAN 20 HOURS A WEEK IN A VOLUNTEER JOB.





□ MOVING





❑ APPLICATION RECEIVED BY USCIS
WITHIN 30 DAYS





❑ STAY PUT (OR, DON'T TRAVEL
OUTSIDE THE U.S.)





□ HAVE NOT GRADUATED, YET

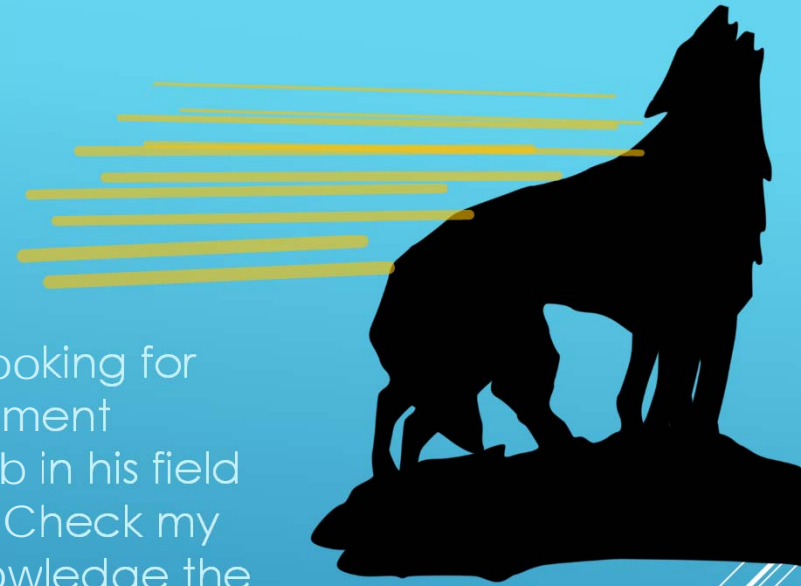




❑ MY PETITION, MY RESPONSIBILITY



Cody spends his time, while waiting for his EAD card, looking for work in his field. He has talks with the Career Development Center and goes to job fairs. He successfully finds a job in his field but hasn't received his EAD card yet. He checks the "Check my case status" on the USCIS website but it doesn't acknowledge the receipt number. Cody wonders what to do?



Subject: OPT Employment Report copy of EAD card:

legal name (as it appears in my passport):

residential or mailing address, phone number and email:

Statement of how job is related to major:

Self-Employment or Company/Employer Name:

the employer's Employer Identification Number (EIN):

Job Title [Student]:

Start Date [Employment]:

End Date [Employment]:

Full-time/Part-time:

Employer Address:

Supervisor (Last Name, First Name, Telephone Number, email Address):

Any Remarks:



STEP 6 – WHAT TO DO WHEN YOU RECEIVE THE CARD





Homeland Security

STUDY in the STATES

[View Disclaimer](#)

Select Language

SEARCH



STUDENTS

SCHOOLS

BLOG

TOOLS

STEM OPT HUB

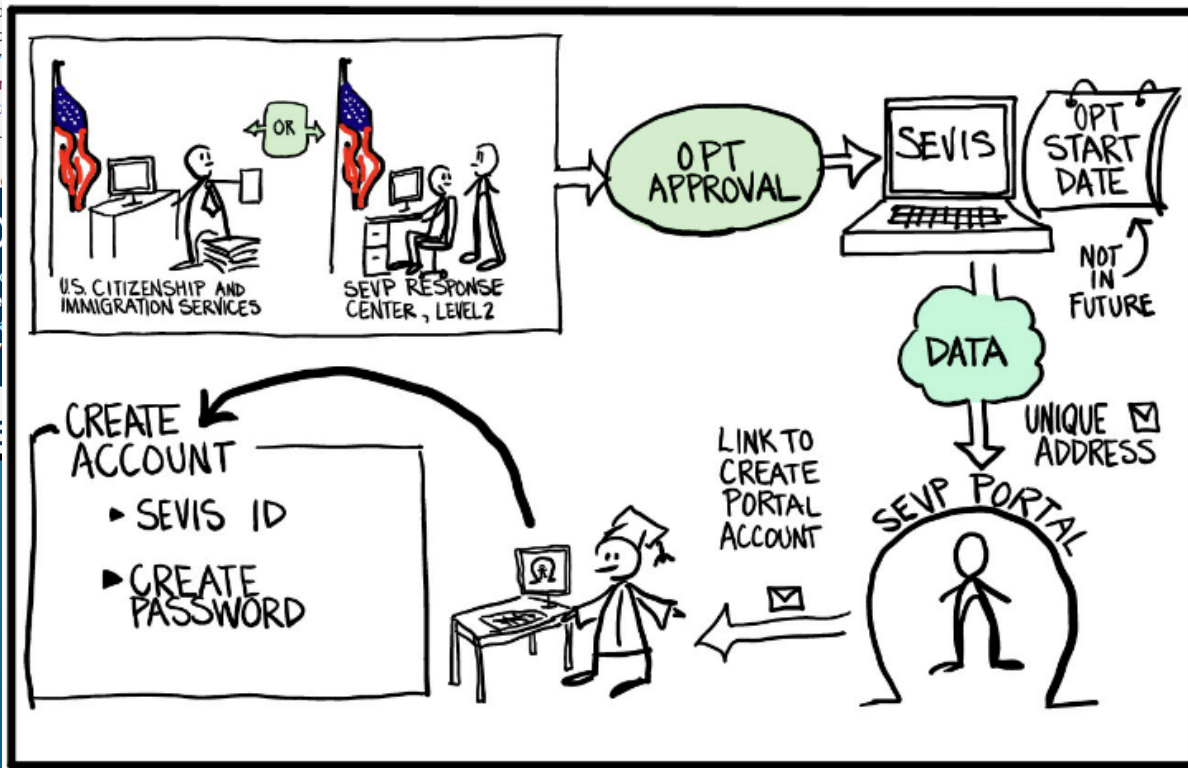
SEVP PORTAL HELP

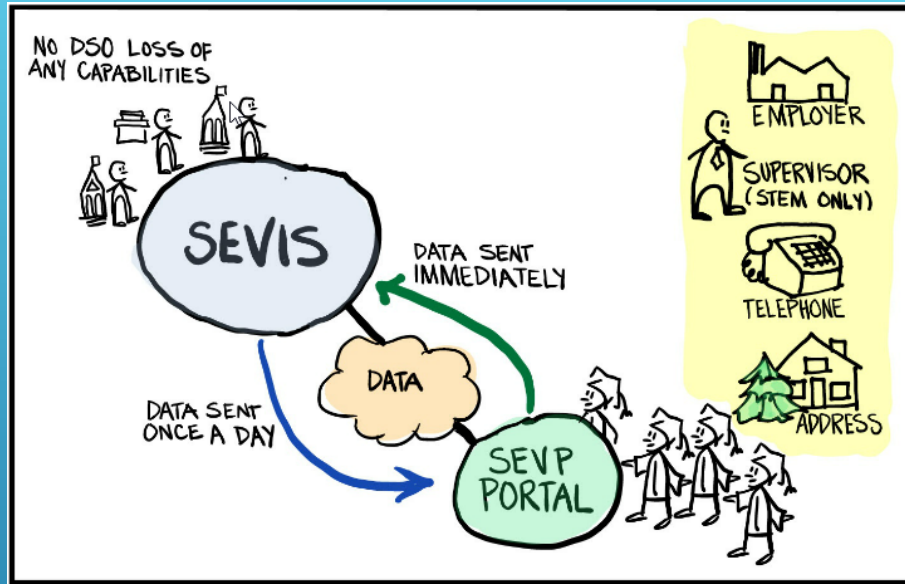
STUDENTS: LEARN HOW TO USE THE SEVP PORTAL

Stu
prac
SEV
learn
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req
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□ REPORT:

WHEN YOU GET A JOB
CHANGE JOBS
UNEMPLOYMENT
STEM – EVERY SIX MONTHS





□ CONTACT INFORMATION



Cody receives his EAD card and starts his job the first day of his OPT approved date. Afterwards, Cody creates an OPT Folder for officer inspection. In it he puts his job offer letter, a statement of purpose for working that job (which his faculty adviser helped him write) and he will place all his pay stubs in the future. He logs into the SEVP portal to update his employment. He also sends a request for a new I-20 to cisp@csusb.edu, so he can have an I-20 with the employers information on the back.





□ 90 DAYS OF UNEMPLOYMENT





❑ 60 DAY GRACE PERIOD



☐ TRAVEL AND EMPLOYMENT





❑ TRANSFERRING TO ANOTHER SCHOOL





❑ HEALTH INSURANCE THROUGH CISP AS
REQUIRED BY CSU, SAN BERNARDINO



MESSAGE FROM DEPARTMENT OF HOMELAND SECURITY

- International students participating in OPT must understand and abide by OPT regulations to maintain their nonimmigrant status.
- International students who rely on recruitment agencies to obtain OPT placements should ensure those agencies are trustworthy and reputable. Reputable recruiters will not modify a student's resume or academic background to secure OPT placement.
- International students who encounter fraudulent activity tied to OPT should contact the HSI tip line immediately and make a report.





OPT

- 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
 - Status of current employment/practical training experience
 - Beginning a new practical training opportunity with a new employer during the 24-month extension
 - Any time there is a "material change" in the terms and conditions of the original I-983
 - End of employment



When Cody finishes his first OPT. He applies for the STEM OPT extension. Everything goes smoothly and Cody receives his EAD card for the extension. Six months later Cody remembers to send a report to his Immigration Adviser and one year later he sends the I-983 report. When Cody's company applies for H-1B, the lawyer processing the petition compliments Cody on having all his paperwork in order. She says that having all the I-20s with the employers names on them, and showing that you reported in a timely manner will help get the H-1B approved.

