Optional Practical Training Workshop

WESTMINSTER
SALT LAKE CITY • UTAH
Various Types of OPT

• Post-Completion OPT:
  – Work authorization for a maximum of 12 months in the 14 months following graduation
  – After completion of all academic program and course requirements
  – Is designed to provide an opportunity to gain actual employment experience in your chosen profession; its purpose is to “round out” or complement your academic work
The 12-month limit on OPT can be extended by 17 months, for a total of 29 months, for students with a degree in a STEM (Science, Technology, Engineering, or Mathematics). At Westminster, the following MAJORS are eligible for the STEM extension:

<table>
<thead>
<tr>
<th>Bachelor of Science- Computer Information Systems</th>
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<tr>
<td>Bachelor of Science in Computer Science</td>
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<tr>
<td>Bachelor of Science in Biology for teaching Certification</td>
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<td>Bachelor of Science in Biology</td>
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<td>Bachelor of Science in Biology- Minor in Chemistry</td>
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<td>Bachelor of Science- Neuroscience</td>
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<td>Bachelor of Science- Mathematics</td>
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<td>Bachelor in Science in Chemistry</td>
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<tr>
<td>Bachelor of Science in Chemistry for Teaching Education</td>
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<tr>
<td>Bachelor of Science- Physics</td>
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<tr>
<td>Bachelor of Science in Physical Science for Teaching Certification</td>
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OPT: Eligibility and Limitations

• Eligibility:
  – Currently in F-1 status
  – Have been a full-time student for one year or more

• Employment must be “directly related” to your major and it must be appropriate for someone with your level of education (i.e. a Bachelor’s degree)

*Employment based on an OPT EAD (Employment Authorization Document) that is not directly related to the major area of study would be considered a status violation
Application Timeline – May Graduates

• If your last class is in Spring 2015 or May Term 2015, your graduation date is May 30, 2015.

Application Timeline-
Summer Graduates

• If your last class is in any block of Summer 2015 (NOT May Term) your graduation date is August 1, 2015.

• OPT Application window:
May 4, 2015 – September 29, 2015
**OPT: Sample Calendar**

- **Program end date**: 7/29/15
- **USCIS must receive OPT application no later than 60 days following end date (and no more than 30 days after DSO recommendation); OPT can begin no later than 60 days from program end date.**
- **May apply 90 days prior to program end date**

- **Standard OPT ends no later than 14 months from the program end date (followed by 60 day grace period)**: 5/1/16

- **STEM Extension OPT ends (followed by 60 day grace period)**: 7/29/16

- **If eligible, may apply for STEM Extension OPT 90 days prior to end date of standard OPT**: 5/1/16

- **12/30/17**
Processing Time

- USCIS takes on average, 3 months to process OPT applications.
- You cannot begin working until your application is approved, you receive the EAD card, and you’ve reached the start date indicated on the card.
- There is **no expedited processing**.
- You do not need a job offer to apply for OPT, so apply early!
1. Student e-mails Sara to make an appointment on or after March 3rd /May 4th to apply for OPT

2. Student attends appointment to apply for OPT and brings all materials to the International Center

3. Sara will check application and all document and issue a new I-20 with OPT recommendation

4. Student signs I-20 and sends application to USCIS

5. USCIS service center adjudicates the application

6. USCIS approves application and sends EAD
**OPT: Required Application Materials**

- **Fee:** The fee is $380 and can only be paid by a money order payable to: U.S. Department of Homeland Security
- 2 identical passport photos that have been taken within 30 days of filing your application (print your name and I-94 admission number on the back)
- New I-20 from Sara with OPT recommendation on page 3
- Photocopies of all previous I-20’s
- Photocopies of previous EAD cards (if you have this)
- Copy of paper (both sides) or print-out of electronic Form I-94; for electronic copy, go here to print: [www.cbp.gov/I94](http://www.cbp.gov/I94)
- Photocopy of your passport identification page
- Photocopy of your most recent F-1 visa page
• **Form I-765:**

#1.- 8. This is your personal identification information

— If you are not 100% sure what your address will be while your application is pending, please put the International Center’s address on your OPT application as your address

» Your EAD card WILL NOT be forwarded by the U.S. Postal Service

» If you are unsure of where you will live or if you will be traveling, use the Center’s address

» I will contact you when your EAD card or any other correspondence from USCIS arrives

» **Address:** Westminster College  
  c/o Sara Demko  
  1840 South 1300 East  
  Salt Lake City, UT 84105
OPT: Application Process

• **Form I-765 (cont.):**

#9. List your Social Security Number – if you do not have one, leave this blank

#10. This is the number listed on your current I-94 card or print out

#11. The majority of you will answer “No” – CPT does not count for this

#12. - 13. List your most recent entry information

#14. – 15. The majority of you will put F-1 Student for both of these

#16. You will enter (c) (3) (B) to apply for OPT

#17. Leave Blank

*Signature:* You MUST sign **BETWEEN THE LINES** without touching them
Important points to remember:

• Students ask Sara to recommend OPT within 30 days of the date they expect their application to arrive at USCIS and no earlier (this new I-20 will expire after 30 days)

• Sara can assist you in choosing a requested OPT start date: however, please remember this is ultimately your decision and responsibility

• Students cannot have a requested start date that is more than 60 days past the program end date on their I-20
• **Form G-1145:**
  
  – This form is to be included with your OPT application to receive electronic notification (e-Notification) regarding the status of your application.
  
  – Please be sure to include a phone number that you will still have access to while your application is pending.
  
  – Please be sure to list an e-mail address of an account that you will continue to check frequently while your application is pending.
OPT: Mailing OPT Application

• Put all documents neatly in this order and paper clip them together (DO NOT STAPLE):
  - Money order and photos on top
  - Form G-1145
  - Form I-765
  - New I-20 (OPT is requested on page 3- make sure to sign page 1)
  - Photocopies of all previous I-20s
  - Photocopies of previous EAD cards (if you have this)
  - Copy of both sides of your I-94 card or print-out
  - Photocopy of your passport identification page
  - Photocopy of your most recent F-1 visa page
OPT: Mailing OPT Application

- USCIS will notify you within 48 hours of accepting your immigration form(s) via email and/or cell phone number.

- Approximately 6 weeks after your application is mailed, you will receive a paper copy Receipt Notice from USCIS in the mail; this is your proof of application and it will contain a receipt number; you can then check the status of your application on-line here by entering your receipt number (LIN###): https://egov.uscis.gov/cris/Dashboard.do

- Again, you may NOT begin working until your OPT is approved, you get your EAD card, AND you are within the employment authorization dates listed on the card.

- When you get your EAD card, provide the International Center with a copy of your card.
I-20 with OPT Recommendation

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IF YOU NEED MORE INFORMATION CONCERNING YOUR F-1 NONIMMIGRANT STUDENT STATUS AND THE RELATING IMMIGRATION PROCEDURES, PLEASE CONTACT EITHER YOUR FOREIGN STUDENT ADVISOR ON CAMPUS OR A NEARBY IMMIGRATION AND NATURALIZATION SERVICE OFFICE.

FAMILY NAME: RODRIGUEZ
FIRST NAME: Isabella

Primary Major: 09.0401 Journalism

Student Employment Authorization:
Employment Status: FULL TIME Type: OPT
Duration of Employment - From (Date): 06/15/2011 To (Date): 06/15/2012

Employer Name:
Employer Location:

The student meets the 1 full academic year requirement.
Comment: To work in the field of Journalism.

Employment Status: PART TIME Type: OPT
Duration of Employment - From (Date): 01/15/2009 To (Date): 06/15/2009
Employer Name: Country Morning News
Employer Location: 10 Main Street
Collegetown, IA 50011

Comments: Field of Study - Journalism. Student to work for local newspaper.

Current Authorizations:
OPT Employment: 06/15/2012 - 06/15/2012

This page, when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

Name of School: International Student Advisor
Date Issued: 4/18/2011 Location: Collegetown, IA

Student Advisor: Signature of Designated School Official
Date Issued: Place Issued (city and state)
Form I-765

<table>
<thead>
<tr>
<th>Department of Homeland Security</th>
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<tr>
<td>U.S. Citizenship and Immigration Services</td>
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<tr>
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Always use code (c) (3) (B) when applying for OPT

Always sign BETWEEN the lines – do not touch the lines

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Certification:

1. I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the “Who May File Form I-765?” section of the instructions and have identified the appropriate eligibility category in Question 16.

Signature: [Signature]

Phone Number: 801-832-2829

Date: 2/8/2013

Signature of Person Preparing Form, If Other Than Above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name | Address | Signature | Date |
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OMB No. 1615-0040; Expires 02/28/2013

I-765, Application For Employment Authorization

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18
Form G-1145

Department of Homeland Security
U.S. Citizenship and Immigration Services

Who Can Receive E-Mails and/or Text Messages?
When you file an immigration form at one of the three U.S. Citizenship and Immigration Services (USCIS) Lockbox facilities, you will have the option to receive an e-mail and/or text message informing you that USCIS has accepted your application or petition. If you provide an e-mail address and a mobile phone number, you will receive both types of electronic notification (e-Notification) messages.
The three USCIS Lockbox facilities are located in Chicago, IL, Phoenix, AZ, and Lewisville, TX.
You should verify where to file by reviewing the filing instructions related to your immigration form(s). Please note that some immigration forms will continue to be filed with USCIS Service Centers or Field Offices. USCIS Service Centers or Field Offices will not provide e-mail and text message notifications at this time. USCIS will continue to expand its e-Notification messaging capabilities to include these filings.

When Will I Be Notified?
USCIS will notify you within 24 hours of accepting your immigration form(s).

What Will the E-Mail or Text Message Include?
The message will provide a receipt number as information but will not constitute official notification of acceptance. The e-mail notice will also provide a brief statement on how to get additional information about the status of your case.
USCIS will then send the official receipt notice, Form I-797C, Notice of Action, to the person seeking the benefit or the person's representative, as appropriate, via the U.S. Postal Service. There will be no e-Notification for acceptance of Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative. E-mail or text messages that cannot be delivered will not be retransmitted.

What If I Want to Submit Multiple Applications?
If you are submitting multiple immigration forms for one applicant, please clip this entire form with the e-mail address and/or mobile phone number to the front of the first immigration form of the package. You will receive a separate e-mail and/or text message for each accepted immigration form.
For representatives who file multiple unrelated immigration forms in one envelope, and who want their clients to receive e-Notification(s), this form, with the notification information provided below, must be clipped to the front of each related package of immigration forms. The e-Notification message will provide a receipt number for each immigration form but will not include the applicant's name because the message cannot be sent over a secure network. One e-mail and/or text message will be sent per accepted immigration form: e-Notification will only be sent to the person requesting the benefit(s).

Does the E-Notification Grant Any Type of Status or Benefit?
No. The e-mail or text message does not grant any immigration status or benefit. You may not present a copy of the e-mail or text message as evidence that USCIS has granted you any immigration status or benefit. Receipt of the transmission cannot be used as supporting evidence for other benefits.

Will USCIS Cover My Costs to Receive E-Mails and Text Messages?
No. USCIS assumes no legal responsibility for your costs to receive e-mail and/or text messages. USCIS will not reimburse you for any costs related to e-Notification.

How Can I Request E-Mails or Text Messages?
If you submit your immigration form(s) to a USCIS lockbox facility and include your e-mail and/or mobile phone number in the appropriate box below, USCIS will use this information as permission to send an e-Notification to you. If you reside overseas and file Form G-1145, you will not be able to receive a text message notifying you that your application/petition has been accepted.

Paperwork Reduction Act
An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at three minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Products Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 300R, Washington, DC 20529-2210. OMB No. 1615-0109. This form expires May 31, 2012. Do not mail your application to this address.

Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name

Applicant/Petitioner Full First Name

Applicant/Petitioner Full Middle Name

E-Mail Address

Mobile Phone Number (Text Message)
Employment Authorization Document (EAD)

U.S. DEPARTMENT OF HOMELAND SECURITY, U.S. Citizenship and Immigration Services

EMPLOYMENT AUTHORIZATION CARD

The person identified is authorized to work in the U.S. for the validity of this card.

NAME

A# CARD #

Birthday: Category: Sex: F

Country of Origin: Japan

Terms and Conditions: Student post-completion opt

NOT VALID FOR REENTRY TO U.S.

CARD VALID FROM 01/12/09 EXPIRES 01/11/10
• **Qualifying Post-Completion employment:**
  
  – Must average at least 20 hours a week
  
  – May be paid or unpaid (so long as the unpaid position does not violate any U.S. Labor Law)
  
  – May have multiple employers and may change employers provided all employment is directly related to area of study
  
  – May be located anywhere in the U.S.
• Post-completion OPT: No more than 90 days of unemployment

• Accumulation of more than the allotted amount of unemployment days constitutes a violation of F-1 status
Students on post-completion OPT must report to the International Center within 10 days, changes in:

- Legal name
- Local U.S. residential address
- Employer information
- Periods of unemployment

Please send an e-mail to Sara to report these changes
OPT: Travel and Re-entry

• Traveling while your OPT application is pending:
  – Travel is always at your own discretion
  – I **DO NOT** advise you to travel outside of the U.S. while your OPT application is pending
  – It is possible that exiting the U.S. will cancel your OPT application
  – If you have questions about your specific situation, please see Sara

• Traveling while on OPT:
  – Travel is always at your own discretion
  – The risks of individual situations vary, and I can discuss your specific situation with you
While on OPT, a student is required to present at the U.S. Port of Entry:

- Valid passport
- Valid F-1 visa (unless Canadian)
- I-20 with travel signature (valid 6 months)
- Employment Authorization Document (EAD)
- Letter from employer

If outside the U.S. for more than 5 months your F-1 status and OPT authorization will end
After OPT: What are your options?

1. Continue Working - You will need to change from an F-1 visa to another type of employer sponsored visa.
   1. H-1B is an employment based visa which allows professional foreign nationals to work in the U.S. in specialty positions for up to 6 years.
      • The H-1B application must be filed by the employer during the first week of April.
      • Annual quota of no more than 65,000 “general” H-1B visas and another 20,000 for master’s degrees.
      • Random selection process if more than 65,000 applications are received.

2. 60-day grace period upon completion of OPT.
   1. Leave the country
   2. Transfer to another university and continue studying in F-1 status.
   3. You become eligible for another 12 months of OPT after each educational level.
Thank you for your attention.

QUESTIONS?