



Spelman College®

A Choice to Change the World

Gordon-Zeto Center for Global Education

Optional Practical Training

OPT Application Submission

AGENDA

- ✓ Defining OPT & Check Eligibility
- ✓ OPT Timeline-When to apply
- ✓ Before you apply: STEPS
- ✓ OPT Checklist: Overview Application Documents
- ✓ Completion of OPT application - What's next?
- ✓ Q&A
- ✓ OPT package check/submission

OPT Definition & Eligibility

OPTIONAL PRACTICAL TRAINING-OPT

- ▶ Is the opportunity to gain actual employment in the student's chosen profession for a maximum initial period of **twelve (12) months**. It must be:
 1. **Directly related to the student's major field of study-no exceptions!**
 2. **Appropriate for someone having the student's level of education**



F-1 Optional Practical Training (OPT)

Are you eligible? Ask yourself the following questions to see if you might qualify:

- ✓ Have you been a full-time F-1 student in good standing for at least 1 full academic year?
- ✓ Are you currently maintaining F-1 status?
- ✓ Is our proposed work directly related to your major area of study?

Before you apply - STEPS

- **Step 1**

- Check eligibility
- Check the OPT Checklist and collect all required documents

- **Step 2**

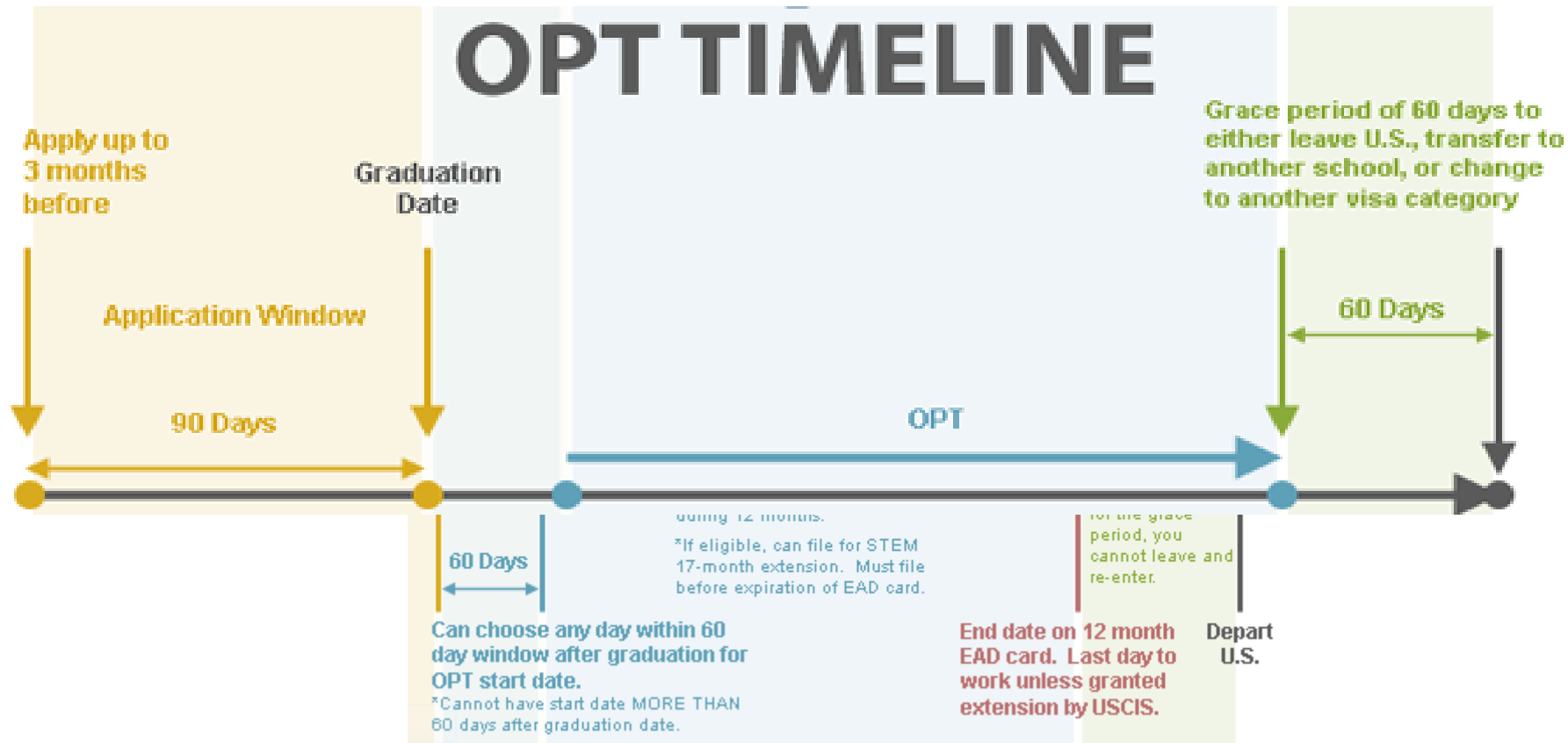
- Select type of OPT (Pre, Post, STEM)
- Calculate Full-Time CPT dates (only for Pre and Post OPT)
- Confirm the Program End Date (Post OPT only)
- Ask the academic advisor to sign the OPT Form

- **Step 3**

- Choose OPT dates (Pre and Post only)
- Bring 1 set of **copies of all required documents** to the Gordon- Zeto Center
- Mail the OPT application package to USCIS **timely!**



F-1 OPT Timeline



I-765 Form

OMB No. 1015-0040; Expires 02/28/2015
**I-765, Application For
Employment Authorization**

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

Do not write in this block.

| | | |
|---------|--------------|-----------|
| Remarks | Action Block | Fee Stamp |
| | | |

Applicant is filing under §274a.12 _____

Application Approved. Employment Authorized / Extended (Circle One) until _____ (Date).
Subject to the following conditions: _____ (Date).
Application Denied.

Failed to establish eligibility under § CFR 274a.12 (a) or (c).
 Failed to establish economic necessity under § CFR 274a.12(c)(14), (18) and § CFR 214.2(f).

I am applying for:

- Permission to accept employment.
- Replacement (of lost employment authorization document).
- Renewal of my permission to accept employment (attach previous employment authorization document).

1. Name (Family Name in CAPS) (first) (Middle) Which USCIS Office? Date(s)
CHUNG-WEI Lin _____

2. Other Names Used (include Maiden Name) Results (Granted or Denied - attach all documentation)

3. Address in the United States (Street Number and Name) (Apt. Number) 12. Date of Last Entry into the U.S. (mm/dd/yyyy)
1001 Springfield Avenue 10 06/03/2013
(Town or City) (State/Country) (ZIP Code)

Urbana IL 61821 Chicago

4. Country of Citizenship/Nationality 13. Place of Last Entry into the U.S.
Taiwan F1-Student

5. Place of Birth (Town or City) (State/Province) (Country) 14. Manner of Last Entry (Visitor, Student, etc.)
Taipei, Taiwan F1-Student

6. Date of Birth (mm/dd/yyyy) 7. Gender 15. Current Immigration Status (Visitor, Student, etc.)
01/01/1996 Male Female F1-Student

8. Marital Status Married Single Divorced
 Widowed

9. Social Security Number (include all numbers you have ever used) (if any) 16. Go to the "Who May File Form I-765?" section of the instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. (For example, (a)(8), (c)(17)(ii), etc.)
_____ (c) (3) (b)

10. Alien Registration Number (A-Number) or I-94 Number (if any) 17. If you entered the eligibility category, (c)(3)(C), in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.
943430429 12 _____
Degree: _____

11. Have you ever before applied for employment authorization from USCIS? Employer's Name as listed in E-Verify: _____
 Yes (See Examples below) No Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number: _____

Certification
Your Certification: 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 Telephone Number Date
_____(217) 888-8888 06/17/2013

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

| Remarks | Initial Receipt | | Relocated | | Completed | | |
|---------|-----------------|-------------|-----------|------|-----------|--------|----------|
| | Received | Resubmitted | Received | Sent | Approved | Denied | Returned |
| | | | | | | | |

Completing the I-765

OMB No. 1615-0040; Expires 04/30/2016

I-765, Application For Employment Authorization

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

Do not write in this block.

| Remarks | Action Block | Fee Stamp |
|--|--------------|-----------|
| A# | | |
| Applicant is filing under §274a.12 _____ | | |
| <input type="checkbox"/> Application Approved. Employment Authorized/Extended (Circle one) _____ (Date). Subject to the following conditions: _____ (Date). Application Denied. <input type="checkbox"/> Failed to establish eligibility under 8 CFR 274a.12 (a) or (c). <input type="checkbox"/> Failed to establish economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f) | | |

DO NOT COMPLETE THIS SECTION

I am applying for:

- Permission to accept employment.
- Replacement (*of lost employment authorization document*).
- Renewal of my permission to accept employment (*attach previous employment authorization document*).

Return Mailing Address on I-765

- ✓ Use the address where you wish your EAD card to be mailed.
- ✓ If you are using a friends address, be sure to use the address style which includes the c/o of your friends address:

| | | |
|---|-----------------|---------------|
| 3. Address in the United States (Number and Street) | | (Apt. Number) |
| c/o John Smith 123 Somewhere | | Apt. 12 |
| (Town or City) | (State/Country) | (ZIP Code) |
| Stanford | CA/USA | 94305 |

| | | |
|---|--|--|
| I am applying for: | | |
| <input checked="" type="checkbox"/> | Permission to accept employment. | |
| <input type="checkbox"/> | Replacement (of lost employment authorization) | |
| <input type="checkbox"/> | Renewal of my permission to accept employment | |
| 1. Name (Family Name in CAPS) (First) (Middle) | | |
| JONES Jason William | | |
| 2. Other Names Used (include Maiden Name) | | |
| JONES Jay William | | |
| 3. Address in the United States (Street Number and Name) (Apt. Number) | | |
| 100 Main Street | | |
| (Town or City) | (State/Country) | (ZIP Code) |
| Boston | MA | 02116 |
| 4. Country of Citizenship/Nationality | | |
| Australia | | |
| 5. Place of Birth (Town or City) (State/Province) (Country) | | |
| Sydney | | NWS, Australia01 |
| 6. Date of Birth (mm/dd/yyyy) | | 7. Gender |
| 01/01/1992 | | <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female |
| 8. Marital Status | | <input checked="" type="checkbox"/> Single |
| <input type="checkbox"/> Married | | <input type="checkbox"/> Divorced |
| <input type="checkbox"/> Widowed | | |
| 9. Social Security Number (include all numbers you have ever used) (if any) | | |
| 012-34-5678 | | |
| 10. Alien Registration Number (A-Number) or I-94 Number (if any) | | |
| 12345678 | | |
| 11. Have you ever before applied for employment authorization from USCIS? | | |
| <input type="checkbox"/> Yes (If "Yes," complete below) | | <input checked="" type="checkbox"/> No |

Completing the I-765 Continued

Which USCIS Office? _____ Date(s) _____

Results (Granted or Denied - attach all documentation) _____

12. Date of Last Entry into the U.S., on or about: (mm/dd/yyyy) _____

13. Place of Last Entry into the U.S. _____

14. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.) _____

15. Current Immigration Status (Visitor, Student, etc.) _____

16. Go to the "Who May File Form I-765?" section of the instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. (For example, (a)(8), (c)(17)(iii), etc.).

(C) (3) ()

17. If you entered the eligibility category, (c)(3)(C), in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree: _____

Employer's Name as listed in E-Verify: _____

Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number _____

Completing the I-765 Continued




| | |
|---|------------|
| Certification | |
| Your Certification: I certify, under penalty of perjury under the laws of the U.S., that the information I have provided is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services may require to determine my eligibility for the benefit I am seeking. I have read the Instructions in Part 2 and Block 16 . | |
| Signature: <i>Ronald Pugh</i> | Telephone: |
| Signature of Person Preparing Form, If Other Than Above: _____ | |



NOTE: Your signature should not be too close to either black line

| | |
|---|------------|
| Certification | |
| Your Certification: I certify, under penalty of perjury under the laws of the U.S., that the information I have provided is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services may require to determine my eligibility for the benefit I am seeking. I have read the Instructions in Part 2 and Block 16 . | |
| Signature: <i>Ronald Pugh</i> | Telephone: |
| Signature of Person Preparing Form, If Other Than Above: _____ | |



-  Signature placed over "Signature" text on form
-  Signature touching black lines
-  Potentially a problem as signature is extremely close to the top black line

Personal Check/ Money Order

| | |
|---|-------------------------------------|
| Tommy Trojan 1234 Jefferson Blvd., Apt 10 Los Angeles, CA 90007 | Check ### # |
| Pay to the order of : <u>U.S. Department of Homeland Security</u> | Month/ Day/ Year <u>\$380.00</u> |
| The sum of : <u>Three Hundred Eighty dollars and 00/100</u> | Dollars |
| Date of birth : <u>01/01/80</u> | <i>Tommy Trojan</i> |
| I-94 # : <u>431123456 04</u> | |

UNITED STATES POSTAL SERVICE
POSTAL MONEY ORDER

Serial Number Year, Month, Day Post Office U.S. Dollars and Cents

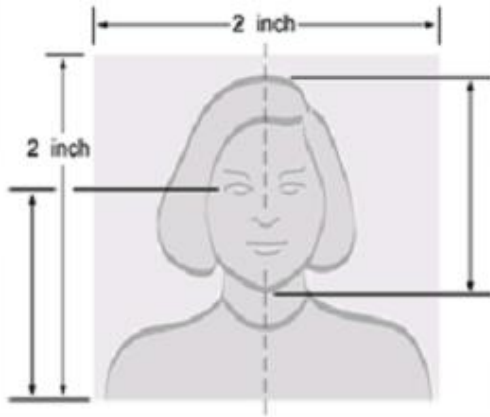
Pay to: Consulate General of Brazil
1233 West Loop South
Suite #1150, Houston, TX
77027

Name of the applicant
Address of the applicant

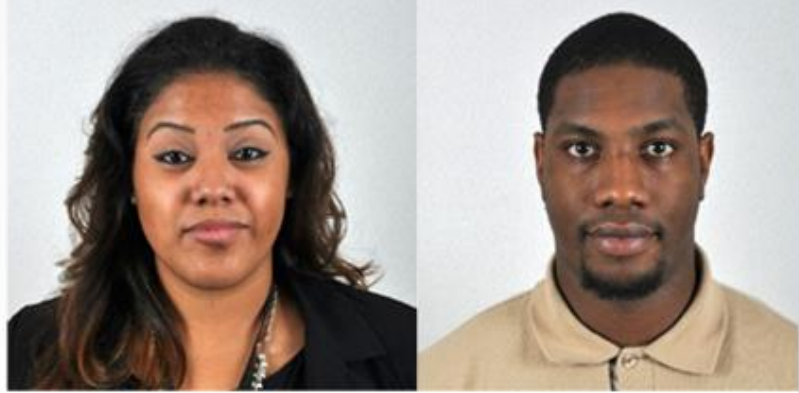
SEE REVERSE WARNING • NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS

For further details regarding Paying Immigration Fees you can check here directly <http://www.uscis.gov/forms/paying-immigration-fees>

Photo Requirements



Write your first and last name and I-94 number *lightly* with a pen or pencil on the back of each photo in case they get separated from your application.



Well-composed Photo Composition Examples

To see a full description of the OPT photos specifications; visit the U.S. Department of State website here:

<http://travel.state.gov/content/visas/english/general/photos/photo-composition-template.html#>

Please be advised that ISSS is not responsible for any rejections due to incorrect photos.

I-94 Documents

Copy of I-94 Number

- You can retrieve it here:

<https://i94.cbp.dhs.gov/I94/request.htm>

U.S. Customs and Border Protection
Securing America's Borders

OMB No. 1651-0111
Expiration Date: 11/30/2014

Get I-94 Information I-94 FAQ

EXAMPLE ONLINE I-94

The following information is required to retrieve your I-94 information. Enter the information as it appears on the travel document you used to enter the United States.

This website provides information maintained in CBP systems. The information returned may not reflect applications submitted to or benefits received by U. S. Citizenship and Immigration Services or Immigration and Customs Enforcement.

Last/Surname:

First (Given) Name:

Birth Date: Year (YYYY): Month: Day (DD):

Passport Number:

Country of Issuance:

Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

U.S. Customs and Border Protection
Securing America's Borders

Get I-94 Number I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 66058499027

Admit Until Date (MM/DD/YYYY): D/S

Details provided on Admission (I-94) form:

| | |
|-------------------------------|----------------|
| Family Name: | POTTER |
| First (Given) Name: | HARRY |
| Birth Date (MM/DD/YYYY): | 07/31/1980 |
| Passport Number: | 862344197 |
| Passport Country of Issuance: | United Kingdom |
| Date of Entry (MM/DD/YYYY): | 07/08/2012 |
| Class of Admission: | F-1 |

U.S. Customs and Border Protection
Securing America's Borders

Get I-94 Number I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69001333663

Admit Until Date (MM/DD/YYYY): 08/24/2013

Details provided on Admission (I-94) form:

| | |
|-------------------------------|------------|
| Family Name: | Testing |
| First (Given) Name: | Monday |
| Birth Date (MM/DD/YYYY): | 05/06/1985 |
| Passport Number: | 123000456 |
| Passport Country of Issuance: | Mexico |
| Date of Entry (MM/DD/YYYY): | 03/13/2013 |
| Class of Admission: | B1 |

I-797C Receipt Notice

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

I-797C, Notice of Action

THE UNITED STATES OF AMERICA

| | | |
|---|-----------------------|--|
| RECEIPT NUMBER 13 characters | | CLASSIFICATION I120P |
| RECEIPT DATE month day, year | PRIORITY DATE | PETITIONER Name of Petitioner |
| NOTICE DATE March 11, 2011 | PAGE 1 of 1 | RECIPIENT Name of beneficiary |
| Name of Petitioner Address of Petitioner | | Notice Type: Receipt Notice Amount received: \$ Amount |

The above application or petition has been received. It usually takes 30 to 45 days from the date of this receipt for us to process this type of case. Please notify us immediately if any of the above information is incorrect.

We will send you a written notice as soon as we make a decision on this case. You can also use the phone number (800) 875-5245 to obtain case status information through our 24-hour automated system 24 hours a day with a touch-tone phone and our receipt number for this case at the top of this receipt.

If you have other questions about possible immigration benefits and required filing information, or Immigration and Naturalization Service fees, please call the toll national customer service center (800) at 1-800-375-5245. If you are hearing impaired, please call our TDD at 1-800-767-1813.

You can also visit the site on the Internet at www.usimmigrationjourney.com to get up-to-date news, status information on your case and find valuable information about immigration services and benefits.

<http://www.usimmigrationjourney.com>

SAMPLE

Receipt Number



U.S. Department of Justice
Immigration and Naturalization Service

Notice of Action

THE UNITED STATES OF AMERICA

| | | | |
|--|--|-----------------------|--|
| RECEIPT NUMBER 89C-99-622-31871 | RECEIPT DATE November 20, 1998 | PRIORITY DATE | PETITIONER LORENZO, ELBA P. |
| | NOTICE DATE December 9, 1998 | PAGE 1 of 1 | |
| ELBA P. LORENZO UNEMPLOYED C/O MR. RUTH GARDNER 21 SOUTH BACH SQUARE 8TH FLD | | | Notice Type: Approval Notice Class: H1B1 Valid from: 12/08/98 to 11/16/01 |

Your receipt number is here



Check OPT Application Status

1. USCIS Case Status -Online

The simplest way is to go to the [USCIS "My Case Status" webpage](#).

2. USCIS Case Status - Phone

You can call 1-800-375-5283 to check the status of your OPT application

Note: If you are outside of the U.S., you must call 785-330-1048 to check the status of your case. Please note that there is not live assistance available through this number.

3. USCIS Case Status – Email

Vermont Service Center (EAC) - vsc.ncscfollowup@dhs.gov

If you do not receive a response within 21 days of emailing a service center, you may contact the USCIS Headquarters Office of Service Center Operations directly by email at SCOPSSCATA@dhs.gov.



Check Application Status Online

Official Website of the Department of Homeland Security Español

[Login](#) or [Sign up](#)

U.S. Citizenship and Immigration Services

FORMS NEWS CITIZENSHIP GREEN CARD TOOLS LAWS

CASE STATUS ONLINE

Enter a Receipt Number ?

Add here your receipt#

CHECK STATUS

[PRIVACY ACT STATEMENT](#)



Check Application Status Online - Continued



The screenshot shows the top navigation bar of the USCIS website. On the left, it says 'Official Website of the Department of Homeland Security' with a small American flag icon. In the center is the USCIS logo and the text 'U.S. Citizenship and Immigration Services'. On the right, there is a 'Español' link. Below the navigation bar is a menu with tabs for 'FORMS', 'NEWS', 'CITIZENSHIP', 'GREEN CARD', 'TOOLS', and 'LAWS'. The main content area features a large, stylized 'my' logo followed by the heading 'Case Was Approved'. Below this, a paragraph of text provides approval details and instructions. At the bottom center of the content area is a small icon of a torch.

Official Website of the Department of Homeland Security

U.S. Citizenship and Immigration Services

Español

[Login](#) or [Sign up](#)

FORMS NEWS CITIZENSHIP GREEN CARD TOOLS LAWS

my

Case Was Approved

On July 30, 2014, we approved your Form I-539, Application to Extend or Change Nonimmigrant Status, Receipt Number IOE9000576763. We will mail your approval notice. Please follow the instructions in the notice. If you do not receive your approval notice by August 29, 2014, please go to www.uscis.gov/e-request to request a copy of the notice. If you move, go to www.uscis.gov/addresschange to give us your new mailing address.



Receive Approved EAD Card

Remember

- Your EAD card will be mailed to the address on your I-765 Form
- Check your name, date of birth and the validity dates on your card.

Be mindful that the Gordon-Zeto Center is not responsible for any lost documents.

Maintain F-1 Status



Things to Consider

- Work in position related to degree
- Work only during approved dates on EAD
- Accrue no more than 90 days of unemployment during authorized OPT period

Your Responsibilities While on OPT

- Change in address (where you live)
- Employer name & address (& any changes)
- Admission to new academic program
- Change in your immigration status
- Departure from U.S. more than 30 days before end of authorized OPT



**Update Your
Information**

**Employer
Update**

**Address
Update**

Completion of OPT

What's Next?



Automatic extension of work permission through September 30 if:

- ✓ Your OPT expires between April 1 and September 30
- ✓ Your Employer files H-1B petition on April 1 requesting two things:
 - 1) October 1 start date
 - 2) a change of status



Our Office is Here for You!

**Any Questions...
Just Ask!**

