

Optional practical training workshop

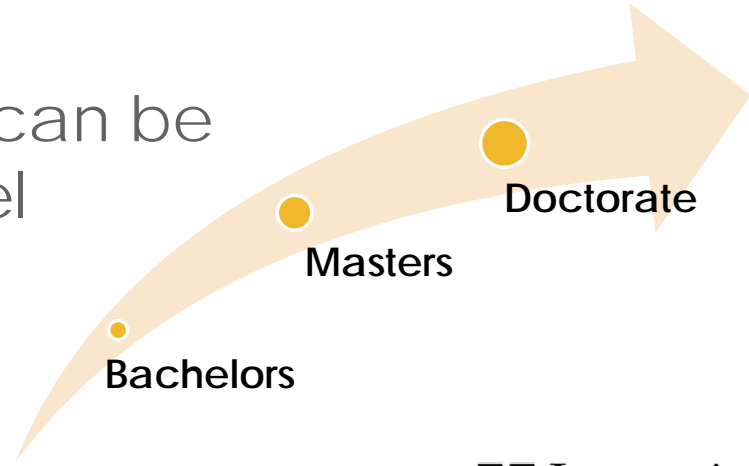
International student and scholar services



International Center
University of Missouri

What is OPT?

- Work authorization for 12 months
- Employment must be related to field of study
- Benefit of F-1 status that can be used at each higher-level degree



Who is eligible for OPT?

- International students who have...
 - > Been in F-1 status at least one academic year
 - > Accumulated no more than 364 days of full-time curricular practical training (CPT)
 - > A passport valid for at least 6 months into the future



Post-completion OPT

- F-1 status is maintained through employment (not through enrollment)
- You are allowed 90 days of unemployment
- Must report employment to International Center to track unemployment period
 - > Login to update information in myStatus

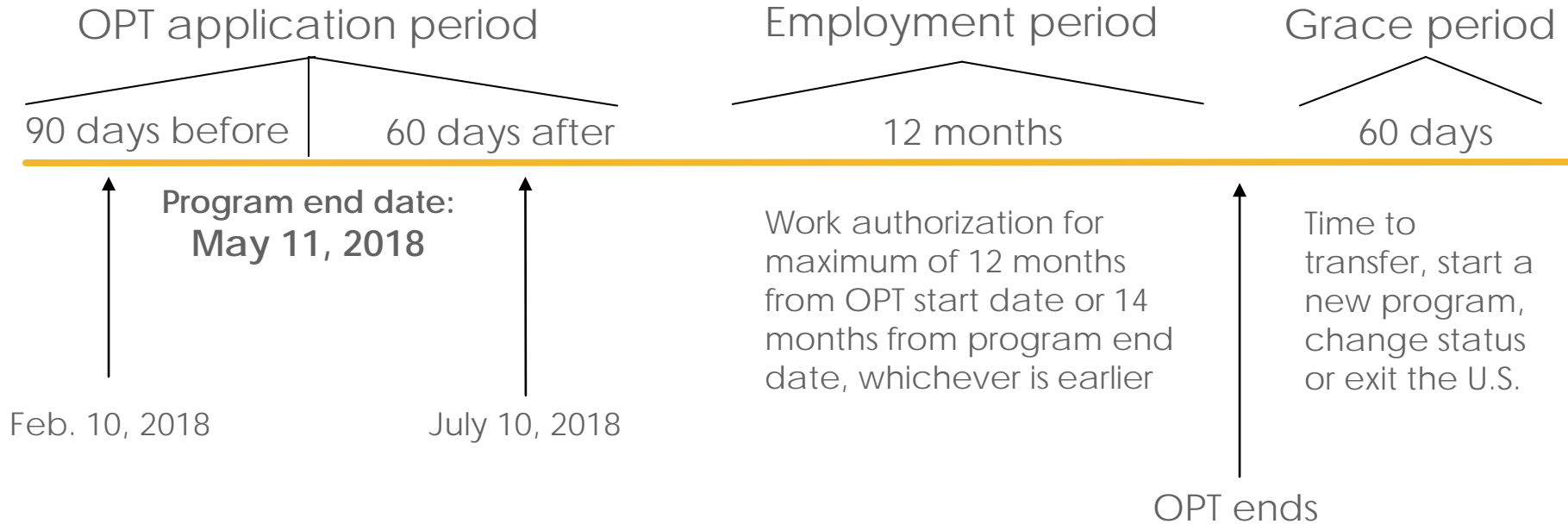


Post-completion OPT

- Must work full time (21 or more hours per week)
- Employment can be paid or unpaid
- Can switch employers
- Can work for multiple employers
- Can take part-time incidental courses, but cannot start another academic program



OPT timeline



Timing tips

- Application must be received by USCIS *before* grace period ends(60-day)
- OPT application typically takes 90 days to be approved by USCIS
 - > To maximize 12 full months of OPT, apply as early as possible
- You cannot begin working until you have your employment authorization document (EAD)



Timing tips

- On-campus work authorization ends on program end date
- There may be a gap in employment between program end date on I-20 and date OPT begins
- If driver's license is expiring, you can only renew license once you have your EAD



Thesis/dissertation students

- Post-completion OPT may start before you graduate
 - > Formal course work must be complete
 - > Must enroll during the semester of the program end date on your I-20
- Program end date would be shortened to facilitate the start of your OPT period
 - > Program end date on I-20 and graduation date might be different in this case
 - > You can still enroll in research credit or exam credit if required by department
 - > Thesis or dissertation must be completed by end of OPT — program extension not possible



Withdrawing/canceling

- After you apply, changing dates or canceling OPT is **difficult** and not guaranteed
 - > So be sure about your OPT plans
 - > Talk to your international student adviser if you decide to withdraw
- You cannot cancel your OPT after your application has been approved

Application: Three-step process

- Step 1: Complete and gather required documents
- Step 2: Submit OPT request to International Center
 - > Receive new I-20
- Step 3: Submit application to USCIS and wait (patiently)




Step 1: Complete paperwork

Remaining degree requirements

Academic adviser signature

Choose your OPT start date

On-campus employment must end by the program end date on your I-20

 International Center
University of Missouri

Optional Practical Training
Adviser Verification

Student name: _____ MU ID#: _____

Degree level: _____ Major: _____

Requested OPT dates:
Graduate students: If your requested OPT start date is prior to your anticipated graduation date, your I-20 end date will be shortened to the day before your requested OPT start date.

to begin (mm/dd/yyyy) _____

to end (mm/dd/yyyy) _____
- typically 12 months

If applicable, what date will your on-campus job or assistantship end? _____

Please note that your I-20 end date will be shortened based on the completion information listed below. All on-campus employment must end by the date noted on your new OPT I-20.

Additional comments (optional): _____

TO BE COMPLETED IN FULL BY THE ACADEMIC ADVISER

What are the specific degree requirements remaining for the student (e.g., coursework, defense, corrections, etc.)? _____

Anticipated defense date: _____ Anticipated graduation date: _____
(if applicable) mm/yy/yyyy mm/yy/yyyy

Academic adviser's signature: _____

Printed name: _____ Date: _____

Email: _____ Phone: _____

N52 Memorial Union Columbia, MO 65211 USA Phone: +1 573 882 6007 Fax: +1 573 882 3223
Web: international.missouri.edu Rev. 4/1/15

Step 1: Complete paperwork



Application For Employment Authorization
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
 Form I-765
 OMB No. 1615-0040
 Expires 02/28/2018

Action Block	Initial Receipt	Resubmitted
	Received	Sent
<input type="checkbox"/> Application Deviated - Failed to establish: <input type="checkbox"/> Eligibility under 8 CFR 274a.12 (a) or (c) <input type="checkbox"/> Economic necessity under 8 CFR 274a.12(c)(4), (18) and 8 CFR 214.2(f)	Approved	Denied
	Completed	

Subject to the following conditions: Applicant is filing under section 274a.12.

Remember to mark this top box

Authorization/Extension Valid To: _____
 Subject to the following conditions: _____
START HERE - Type or print in black ink.

I am applying for:

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

1. **Full Name**
 Family Name First Name Middle Name

2. **Other Names Used** (include Maiden Name)
 Family Name First Name Middle Name

3. **U.S. Mailing Address**
 Street Number and Name Apt. Number

 Town or City State ZIP Code

7. **Gender** Male Female
 8. **Marital Status**
 Single Married Divorced Widowed

9.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?
 Yes No

NOTE: If you answered "Yes" to Item Number 9.a., provide the information requested in Item Number 9.b.

9.b. Provide your Social Security number (SSN) (if known)

10. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to Item Number 11, **Consent for Disclosure**, to receive a card.)
 Yes No

NOTE: If you answered "No" to Item Number 10, skip to Item Number 14. If you answered "Yes" to Item Number 10, you must also answer "Yes" to Item Number 11.

11. **Consent for Disclosure:** I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card. Yes No

NOTE: If you answered "Yes" to Items Number 10 - 11, provide the information requested in Item Numbers 12.a. - 13.b.

Father's Name
 12.a. Family Name (Last Name) _____
 12.b. Given Name (First Name) _____

Mother's Name (Provide your mother's birth name.)
 13.a. Family Name (Last Name) _____
 13.b. Given Name (First Name) _____

14. **Alien Registration Number (A-Number) or Form I-94 Number** (if any) _____

15. **Have you ever before applied for employment authorization from USCIS?**
 Yes (Complete the following questions.)

Which USCIS Office? _____ Dates _____
 Results (Granted or Denied - attach all documentation) _____

No (Proceed to Item Number 16.)

16. **Date of Your Last Arrival or Entry Into the U.S., On or About** (mm/dd/yyyy) _____

17. **Place of Your Last Arrival or Entry Into the U.S.** _____

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

19. **Current Immigration Status** (Visitor, Student, etc.) _____

20. **Eligibility Category.** 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.
 () () () ()

21. **(c)(3)(C) Eligibility Category.** If you entered the eligibility category (c)(3)(C) in Item Number 20, 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 _____

22. **(c)(26) Eligibility Category.** If you entered the eligibility category (c)(26) in Item Number 20, above, please provide the receipt number of your I-118 principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

23. **(c)(35) and (c)(36) Eligibility Category**

a. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 20, above, please provide the receipt number of the Form I-140 beneficiary's Form I-797 Notice of Approval for Form I-140.

b. Have you **EVER** been arrested for and/or convicted of any crime? Yes No

NOTE: If you answered "Yes" to Item Number 23.b., refer to Item Number 5, **It May Be** Form I-765 section information about providing

Certification
 I certify, under penalty of perjury, that the information I have provided is true and correct. Furthermore, I authorize that U.S. Citizenship and Immigration Services 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 Item Number 20.

Applicant's Signature _____

Date of Signature (mm/dd/yyyy) _____

Telephone Number _____

Signature of Person Preparing Form, If Other Than Applicant _____

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.

Preparer's Signature _____

Date of Signature (mm/dd/yyyy) _____

Printed Name _____

Address _____

Eligibility code: (C) (3) (B)

Print, then sign

You can use the International Center's address here



Step 2: Submit OPT request to International Center

- Create OPT request in myStatus
- Submit:
 - > OPT adviser verification form
 - > OPT workshop review
 - > I-765
 - > Copies of all previous I-20s (**do not staple documents**)
 - > Copies of passport, visa, I-94 and any previous EAD cards
 - > \$75 OPT processing fee



Step 3: Mail application to USCIS

- Check or money order for \$410 payable to “U.S. Department of Homeland Security”
- Two passport-style photographs (taken recently)
- I-765 (*original*, signed and dated)
- Copy of new OPT I-20
- Copies of previous I-20s
- Copies of I-94, visa, passport, any previous EADs
- [G-1145 form](#) (optional)



After you apply

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

Form I-797C, Notice of Action

THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.

NOTICE TYPE Receipt	NOTICE DATE January 07, 2017
CASE TYPE I-765, Application for Employment Authorization	USCIS AGENCY NUMBER
RECEIPT NUMBER YSC17900 [REDACTED]	RECEIVED DATE December 30, 2016
	PAGE 1 of 1
	DATE OF BIRTH [REDACTED]

NAME AND MAILING ADDRESS
[REDACTED]
852 MEMORIAL UNION
COLUMBIA, MO 65211


PAYMENT INFORMATION:
Application/Petition Fee: \$410
Biometrics Fee: \$0.00
Total Amount Received: \$0.00
Total Balance Due: \$0.00

NAME AND MAILING ADDRESS

The above case has been received by our office and is in process.
Please verify your personal information listed above and immediately notify the USCIS National Customer Service Center at the phone number listed below if there are any changes.
Please note that if a priority date is printed on this notice, the priority does not reflect earlier retained priority dates.
If you have questions about possible immigration benefits and services, filing information, or USCIS forms, please call the USCIS National Customer Service Center (NCSC) at 1-800-375-5283. If you are hearing impaired, please call the NCSC TDD at 1-800-767-1833. Please also refer to the USCIS website: www.uscis.gov.
If you have any questions or comments regarding this notice or the status of your case, please contact our customer service number.
You will be notified separately about any other case you may have filed.

USCIS Office Address: Potomac Service Center
U.S. Citizenship and Immigration Services
2200 Potomac Center Drive Stop 2425
Arlington, VA 20598-2425

USCIS Customer Service Number: (800)375-5283



- You will receive a receipt in the mail 2-3 weeks after your application is received by USCIS
- Use this receipt to check the status of your application through the USCIS website, using "YSC" number

After you apply

- Rejections/Denials

- > **Application:**

- received more than 90 days before program end date
 - received more than 30 days after OPT recommendation in SEVIS (i.e. when the I-20 was created by adviser)
 - **I-765:** not signed or box not checked

- > **Photos:** old/previously-used

- > **Check:** wrong date, filled incorrectly, not signed, not in your name

- Request for Evidence (RFE)



During your OPT period

- You are still in **F-1 student status** with the University of Missouri and using a benefit of that status
- Your I-20 is still valid — the 2nd page shows OPT dates even though the first page program end date has passed
- 90 days of unemployment begin from the OPT start date listed on your EAD card
- You can sign up for insurance through Aetna while on OPT, but it is not automatically applied unless you are enrolled in MU courses



During your OPT period

- You must continue to maintain your F-1 status and update the International Center within 10 days of:
 - > Moving to a new address
 - > Finding employment or switching employers
 - > Ending employment
- If employment is not reported within 90 days from OPT start date, your SEVIS record will be automatically terminated
- Report these changes through myStatus



Travel outside the U.S.

- Pending OPT app, but *before* graduation:
 - > Travel with a letter from your department stating you have not yet graduated
- Pending OPT app, but *after* graduation:
 - > You may re-enter the U.S. while your OPT application is pending in order to resume searching for a job
 - > To re-enter the U.S., you will need:
 - Valid passport
 - Visa
 - I-20 signed for travel **within the past six months**
 - OPT receipt notice (proof of pending OPT)



Travel outside the U.S.

- *Approved* OPT, and after graduation:
 - > To re-enter the U.S., you will need:
 - Valid passport
 - Visa
 - I-20 signed for travel **within the past six months**
 - Proof of employment: i.e. letter from your employer stating that you need to return to the U.S. to resume working
 - EAD card (this will say “not valid for re-entry”)



After initial OPT

OPT 24-month STEM extension

- You are eligible to apply to extend OPT for an additional **24 months** if:
 - > Your degree is in [STEM-qualifying field](#)
 - > You are working in a **paid** position related to your major
 - You can work for multiple employers, but **each** must be >20 hours/week
 - > Your employer is registered with the **E-Verify** employment verification system



Application for 24-month STEM extension

- Must apply **before** initial OPT period ends
 - > Work authorization continues beyond end date, if app still pending (up to 180 days)
- Log in to myStatus to request OPT STEM extension
 - > Some additional documents needed, so review [online checklist](#)



H-1B cap-gap extension

- Automatic extension of your employment authorization until H-1B status begins.
 - > Only applies to students selected for H-1B whose OPT ends between April 1st and September 30th.
- Eligibility: F-1 students working on OPT who have
 - > An OPT work authorization end date between April 1 and Sept. 30
 - > An employer who has filed a timely H-1B petition for you with a start date of Oct. 1



H-1B cap-gap extension

- This extension is **automatic** and allows you to continue working between your OPT end date and H-1B start date
 - > This applies to **all** students on OPT, regardless of what subject your degree is in
- If H1-B is denied, extension is terminated and you have a grace period again before having to leave the U.S.



Summary

- When can you apply for OPT?
- What are the three steps to apply for OPT work authorization?
- How long can it take USCIS to process your application?
- What do you do after your OPT is approved?



Questions?

- International Center website: international.missouri.edu/opt
- Jillian Collins: collinsjk@missouri.edu
 - > All sponsored students
- Chris Huh: huhc@missouri.edu
 - > F-1 students with last names starting with A-K
- Brad Boling: bolingbr@missouri.edu
 - > F-1 students with last names starting with L-S
- Mo Whitley: whitleymo@missouri.edu
 - > F-1 students with last names starting with T-Z

