Optional Practical Training Workshop
Welcome!

Please turn off your cell phone or set it to silent or vibrate. If you must make or take a call, please go outside the classroom to do so.
Purpose of this Workshop

- To assist F-1 status students nearing the end of their academic programs to understand the application process for post-completion Optional Practical Training (OPT).
- To present an overview of the STEM OPT extension.
- For students of the CUNY Graduate Center and the Craig Newmark Graduate School of Journalism at CUNY.
- Post-completion OPT is an initial 12-month period of employment authorization for F-1 students who have completed their programs of study.
- STEM OPT is an additional 24-month period of work authorization available to F-1 students, currently on a period of OPT, who have a degree in a STEM field and who work in paid employment for an E-Verify employer.
Who is eligible for post-completion OPT?

• To apply for post-completion OPT, a student must be in F-1 student status.

• The student must have completed at least one academic year (two semesters) as a lawfully-enrolled, full-time student.

• If a student has had post-completion OPT at a lower academic level than their current level, they may be eligible for another period of OPT.

• If a student has had a previously-authorized 12-month period of post-completion OPT at their current or higher educational level, they are not eligible to apply for another period of post-completion OPT.

• If a student has been authorized for one year of full-time CPT at their current degree level, they are not eligible to apply for OPT.
When to Apply for OPT?

• A student has a 150-day range in which to make an application for post-completion OPT. The application can be received by the USCIS from 90 days prior to the student’s completion date until 60 days after the completion date.

  **NOTE:** The application cannot arrive at USCIS more than 90 days before the completion date!

• While it is recommended the student apply as early as possible, the latest an OPT application can be received by the USCIS is 60 days after the student’s completion date.

• The program completion date also determines the day the student may ask for as the starting date for the period of OPT. The OPT starting date can be from the day after the student’s completion date up to 60 days after the completion date.

  Office of International Students
How to Determine the Completion Date?

• The completion date is the estimated date that the student’s academic advisor expects the student to complete all requirements for the degree.

• The academic program will indicate when it expects the student to complete their program of study on the OPT Request Form. Our office defers to the academic program’s expectation of when the student will complete the program of study.

• For master’s students, the completion date may be the completion of course work or a capstone project or thesis submission.

• For doctoral students, the completion date is usually the day the student plans to deposit the dissertation. Though there are exceptions.
# OPT Application Receipt Date Calculator

<table>
<thead>
<tr>
<th>Date Calculation</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Enter Expected Completion Date Here:</td>
<td><strong>12/20/19</strong></td>
</tr>
<tr>
<td>90 Days Prior to the Date Above Is:</td>
<td><strong>09/21/19</strong></td>
</tr>
<tr>
<td>60 Days Prior to the Date Above Is:</td>
<td><strong>10/21/19</strong></td>
</tr>
<tr>
<td>30 Days Prior to the Date Above Is:</td>
<td><strong>11/20/19</strong></td>
</tr>
<tr>
<td>30 Days After the Date Above Is:</td>
<td><strong>01/19/20</strong></td>
</tr>
<tr>
<td>60 Days After the Date Above Is:</td>
<td><strong>02/18/20</strong></td>
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<tr>
<td>Enter Number of Days Before Date Above:</td>
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<tr>
<td></td>
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</tr>
<tr>
<td>Enter Number of Days After Date Above:</td>
<td><strong>0</strong></td>
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<tr>
<td></td>
<td><strong>12/20/19</strong></td>
</tr>
<tr>
<td>Earliest Date OPT Application Can Be Received By USCIS:</td>
<td><strong>09/21/19</strong></td>
</tr>
<tr>
<td>Latest Date OPT Application Can Be Received By USCIS:</td>
<td><strong>02/18/20</strong></td>
</tr>
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</table>
## OPT Starting Date Calculator

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<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Expected Completion Date</td>
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<tr>
<td>One Day After Completion Date</td>
<td>12/21/19</td>
</tr>
<tr>
<td>15 Days After Completion Date</td>
<td>01/04/20</td>
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<td>30 Days After Completion Date</td>
<td>01/19/20</td>
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<td>45 Days After Completion Date</td>
<td>02/03/20</td>
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<tr>
<td>60 Days After Completion Date</td>
<td>02/18/20</td>
</tr>
<tr>
<td>Enter Number of Days After Completion Date</td>
<td>0</td>
</tr>
<tr>
<td>Earliest Possible Starting Date</td>
<td>12/21/19</td>
</tr>
<tr>
<td>Latest Possible Starting Date</td>
<td>02/18/20</td>
</tr>
</tbody>
</table>
Optional Practical Training Request Form

Section 1: To Be Completed By Student

- Surname:
- Given Name:
- Student ID Number:
- SEVIS Number:
- Email Address:
- Program End Date of Current OPT:
- If you have had a previously authorized period of OPT, please indicate dates below:
  - From:
  - To:
- Your degree program was based on which type of degree?  □ Bachelor’s □ Master’s □ Doctorate
- Requested OPT Start Date:
  - Your start date can be from the day of your completion date or before your completion date.
- Signature:
- Date:

Section 2: To Be Completed By Academic Advisor or Executive Officer

- Student’s Major:
- Second Major (If Applicable):
- Level of Study:  □ Master’s □ Doctorate
- When did this student complete all his or her required course work?  Date:
- When is this student expected to complete all degree requirements?  Date:
- Signature:
- Date:

Print Name:  Title & Department:
OPT Request Form

Advisor Enters:

- Date Required Course Work Completed
- Date Expected To Complete Degree Requirements
- Date Expected To Deposit Thesis or Dissertation
Completing the I-765
Post-Completion OPT select 1.a. “Initial permission”

STEM OPT select 1.c. “Renewal of my permission”
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Name as it appears in passport</strong></td>
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<td></td>
</tr>
</tbody>
</table>
5.a. – 5.f. U.S. Mailing Address
6. Is your current mailing address the same as your physical address?

7.a. – 7.e. Physical Address
<table>
<thead>
<tr>
<th>Part 2. Information About You (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your U.S. Mailing Address</td>
</tr>
<tr>
<td>5.a. In Care Of Name (if any)</td>
</tr>
<tr>
<td>5.b. Street Number and Name</td>
</tr>
<tr>
<td>5.d. City or Town</td>
</tr>
<tr>
<td>5.e. State ☐ S.I. ZIP Code</td>
</tr>
<tr>
<td>6. Is your current mailing address the same as your physical address? ☐ Yes ☐ No</td>
</tr>
<tr>
<td>NOTE: If you answered “No” to Item Number 6, provide your physical address below.</td>
</tr>
</tbody>
</table>

| U.S. Physical Address                      |
| 7.a. Street Number and Name                |
| 7.c. City or Town                          |
| 7.d. State ☐ S.I. ZIP Code                |

| Other Information                          |
| 8. Alien Registration Number (A-Number) (if any) |

<table>
<thead>
<tr>
<th>Alien Registration Number (A-Number) (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

| 10. Gender ☐ Male ☐ Female                  |
| 11. Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Widowed |
| 12. Have you previously filed Form I-765? ☐ Yes ☐ No |
| 13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you? ☐ Yes ☐ No |
| NOTE: If you answered “No” to Item Number 13.a., skip to Item Number 14. If you answered “Yes” to Item Number 13.a., provide the information requested in Item Number 13.b. |

| Your Country, Nationality                  |
| 18.a. Country                             |
| 18.b. Country                             |

Form I-765 05/20/18 Page 2 of 7
10. Gender  
11. Marital Status  
12. Previously filed I-765?
13.a. Have you ever been issued a Social Security card?
13.b.  Enter SSN

14. Do you want the SSA to issue you a Social Security card? Yes or No.
If you answered “No” to Item 14., then you skip to 18.a.

18.a. List all countries where you are a citizen or national.
If you answered “Yes” to Item 14, then you must answer “Yes” to Item 15.

If you answered “Yes” to 14 and 15, you enter your parents’ names in 16.a., 16.b., 17.a. and 17.b.
### Place of Birth:

19.a. City/Town/Village
19.b. State/Province
19.c. Country

### Date of Birth

20. Date of Birth (mm/dd/yyyy)
21.a. Form I-94 Number

Admission (I-94) Record Number: 69000888062
Admit Until Date (MM/DD/YYYY): 10/10

Details provided on Admission(I-94) form:

First (Given) Name: LYDIA
Birth Date (MM/DD/YYYY): 01/01/1990
Passport Number: P123123213
Passport Country of Issuance: Mexico
Date of Entry (MM/DD/YYYY): 04/11/2012
Class of Admission: B1
21.b. Passport Number
21.c. Travel Document
21.d. Country of Passport
21.e. Expiration Date (PP)
22. Date of Last Arrival Into the U.S. (mm/dd/yyyy)
23. Place of Last Arrival
24. Immigration Status at Last Arrival
25. Current Immigration Status (F-1 Student)
### Part 2. Information About You (continued)

#### Place of Birth
List the city/town/village, state/province, and country where you were born.

19.a. City/Town/Village of Birth

19.b. State/Province of Birth

19.c. Country of Birth

20. Date of Birth (mm/dd/yyyy)

#### Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)

21.b. Passport Number of Your Most Recently Issued Passport

21.c. Travel Document Number (if any)

21.d. Country That Issued Your Passport or Travel Document

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)

22. Date of Your Last Arrival into the United States, On or About (mm/dd/yyyy)

23. Place of Your Last Arrival Into the United States

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)

#### Information About Your Eligibility Category

27. Eligibility Category. Refer to the Who May File Form I-765 section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(3), (c)(7)(D)).

28. (c)(3)(C) STEM OPT Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 27, provide the information requested in Item Numbers 28.a - 28.e.

28.a. Degree

28.b. Employer's Name as Listed in E-Verify

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

28.d. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

29. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 27, provide the receipt number of your H-1B spouse's most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

30. (c)(3) Eligibility Category. If you entered the eligibility category (c)(3) in Item Number 27, have you EVER been arrested for and/or convicted of any crime? Yes ☐ No ☐

NOTE: If you answered “Yes” to Item Number 30, refer to Special Filing Instructions for Those With Pending Asylum Applications (c)(8) in the Required Documentation section of the Form I-765 Instructions for information about providing court dispositions.

31.a. (c)(35) and (c)(36) Eligibility Category. If you entered the eligibility category (c)(35) in Item Number 27, please provide the receipt number of your Form I-797 Notice for Form I-140, Petition for Alien Worker. If you entered the eligibility category (c)(36) in Item Number 27, please provide the receipt number of your spouse's or parent's Form I-797 Notice for Form I-140.

31.b. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 27, have you EVER been arrested for and/or convicted of any crime? Yes ☐ No ☐

NOTE: If you answered “Yes” to Item Number 31.b., refer to Employment-Based Nonimmigrant Categories, Items 8 - 9, in the Who May File Form I-765 section of the Form I-765 Instructions for information about providing court dispositions.

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**26. SEVIS Number**

(N00XXXXXXXX)

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**www.gc.cuny.edu**

**Office of International Students**
27. Eligibility Category

Post-Completion OPT: (c)(3)(B)

STEM OPT: (c)(3)(C)
28. (c)(3)(C) STEM OPT:
28.a. Degree
28.b. Employer’s Name as Listed in E-Verify.
28.c. Employer’s E-Verify Number.
Read the Statements and Choose Which is Correct in Your Situation.

1.a., 1.b. and/or 2.
3. Daytime Telephone Number

4. Mobile Telephone Number

5. Email Address
Sign and Date (mm/dd/yyyy)

We Recommend You Sign Using Blue Ink
Documents to be Submitted with the I-765

- Two ‘passport style’ color photographs taken within the past 30 days
- Payment of $410.00 must be included with the application:
  You may pay by check or money order made out to: US Department of Homeland Security
  *NOTE: Personal checks cannot be post-dated*
  Or you may pay by credit card using [Form G-1450](#)
- Copy of the updated I-20 with the OPT recommendation
- Copy of the I-94 Record or I-94 Card (Front & Back)
- Copies of all I-20s, DS-2019s and Change of Status documents issued by any US educational institutions, or by USCIS
- Copy of any previous EAD card (Front and Back)
- Copy of passport (valid 6 months into the future)
- Form G-1145, E-Notification of Application
- All pages in the application must be one-sided, no staples.
The Form I-20

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: [Redacted]

SURNAME/PRIMARY NAME

GIVEN NAME

Class of Admission

F-1

ACADEMIC AND LANGUAGE

SCHOOL INFORMATION

SCHOOL NAME
The City University of New York
CUNY Graduate School of Journalism

SCHOOL ADDRESS
219 West 40th Street, New York, NY 10018

SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL
Paul Croser
International Student Counselor

SCHOOL CODE AND APPROVAL DATE
NYC214F081027
27 JANUARY 2003

PROGRAM OF STUDY

EDUCATION LEVEL
MASTER'S

PROGRAM ENGLISH PROFICIENCY
Required

START OF CLASSES
25 AUGUST 2017

MAJOR 1
Digital Communication and Media/Multimedia 09.0702

ENGLISH PROFICIENCY NOTES
Student is proficient

PROGRAM START/END DATE
15 AUGUST 2017 - 01 FEBRUARY 2019

MAJOR 2
None 00.0000

EARLIEST ADMISSION DATE
16 JULY 2017

Program End Date (Completion Date)
OPT Endorsement

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<th>SEVIS ID:</th>
<th>(F-1)</th>
<th>NAME:</th>
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<tr>
<td>TYPE</td>
<td>FULL/PART-TIME</td>
<td>STATUS</td>
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<tr>
<td>POST-COMPLETION OPT</td>
<td>FULL TIME</td>
<td>REQUESTED</td>
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**CHANGE OF STATUS/CAP-GAP EXTENSION**

**AUTHORIZED REDUCED COURSE LOAD**

**CURRENT SESSION DATES**

<table>
<thead>
<tr>
<th>CURRENT SESSION START DATE</th>
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<tr>
<td>25 AUGUST 2017</td>
<td>20 DECEMBER 2017</td>
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**TRAVEL ENDORSEMENT**

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

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</tbody>
</table>
Mailing the OPT Application

USCIS Dallas Lockbox

For U.S. Postal Service (USPS) First-Class and Priority Mail Express deliveries:

USCIS
P.O. Box 660867
Dallas, TX 75266

For overnight/courier (FedEx, UPS, DHL, etc.):

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067
While the OPT Application is Pending

• If the G-1145 has been submitted, the student will receive a text or email notification of the receipt of their application.
• The student will receive a paper Receipt Notice within two weeks to one month of submitting the application. The Receipt Notice will give a case number and a Received Date for the application.
• USCIS processing time is between 90 and 120 days after the Received Date of the application.
• The OIS does not recommend traveling between the completion date and the approval of the OPT application.
• Please provide the OIS with a copy of the Receipt Notice and the EAD.
Employment Authorization Document (EAD)

- May not begin employment until the EAD (OPT card) is received.
- May not begin employment prior to the start date.
- May not continue employment after the expiration date.
Employment on OPT

• All employment must be directly related to the student’s field of study.

• Employment may be for multiple employers in both paid and unpaid positions. Allowable employment can also include self employment and freelance employment. However, the student must be working at least 20 hours per week or they’ll be accruing days of unemployment.

• Limit of 90 days of unemployment during initial 12-month period of OPT. (A day of unemployment is any day in a week in which the student on OPT does not work 20 hours, including Saturdays, Sundays and holidays.)
Reporting Requirements While on OPT

- While on post-completion OPT, students are still in F-1 status and are still required to report certain events to OIS within 10 days of their occurrence.
- While on a period of OPT, students are required to report the start and finish of all employment and changes in contact information (address, phone, email, name).
- While on OPT, students report these changes using the **OPT Reporting Form** or the SEVP OPT Portal.
- If a student applies to change to another immigration status, they must inform the Office of International Students.
- If a student departs the U.S. and decides not to complete their period of OPT, they must inform the Office of International Students.
Travel While on OPT

Travel while on a period of OPT is different from traveling prior to the completion of the degree program.

Items to carry while traveling:

• Passport, valid at least six months into the future.
• Valid F-1 Visa.
• Properly endorsed I-20, which shows student is on a DHS-approved period of post-completion OPT.
  
  Note: During OPT, the travel signature on the I-20 should not be more than six months old.
• EAD (OPT card).
• An employment verification letter for any job held. In addition to providing the details of the employment, the letter should acknowledge the student’s travel outside the U.S.
Reminders

• Plan Ahead!
• All pages in the application must be one-sided, no staples.
• Application cannot arrive at USCIS more than 90 days prior to the completion date.
• Application cannot arrive at USCIS more than 30 days after the DSO issues the I-20 recommending OPT.
• Application cannot arrive at USCIS more than 60 days after the completion date.
• You do not need a job or job offer to apply for OPT.
• Please provide the Office of International Students with a copy of the Receipt Notice and the EAD (OPT card).
• Reporting to the Office of International Students and the Student & Exchange Visitor Program (SEVP) is required during the OPT period.

Office of International Students
Links to OPT Handouts and Forms

Optional Practical Training Handout:

OPT Request Form:
http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/OIS/OPT-Request-Form.pdf?ext=.pdf

OPT Date Calculators (Excel):
http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/OIS/OPT-Calculators.xlsx?ext=.xlsx

OPT Reporting Form:
http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/OIS/OPT-Reporting-Form.pdf?ext=.pdf
Questions?

Note: You may be eligible to apply for a STEM OPT extension based on a previously-obtained degree in an approved STEM field.

www.gc.cuny.edu

Office of International Students
STEM OPT Extension

The STEM OPT extension is a 24-month period of temporary training that directly relates to an F-1 student's program of study in a DHS-approved STEM field of study.

Eligible F-1 students with STEM degrees who have completed their program of study and are participating in an initial period of post-completion OPT have the option to apply for the STEM OPT extension.

The earliest an application can be received by USCIS is 90 days prior to the expiration date of the EAD. The application must be received by USCIS prior to the expiration of the EAD.

Students may not apply for the STEM OPT extension during the 60-day grace period following an initial period of regular post-completion OPT.
The STEM OPT Application Process

STEP 1: **Determine eligibility for the STEM OPT extension.**

STEP 2: Complete the **I-983, TRAINING PLAN** with the prospective employer and submit it to the Office of International Students (OIS).

STEP 3: Complete the **Form I-765**, Application for Employment Authorization, eligibility code (c)(3)(C), and submit it to the OIS for review.

STEP 4: Obtain an employment verification letter and submit it to the Office of International Students.

STEP 5: Obtain the STEM OPT extension recommendation and an updated Form I-20 from the OIS.

STEP 6: Meet with a counselor in the OIS to organize the STEM OPT application in preparation for mailing to USCIS.

Office of International Students
STEM OPT Extension Qualifications

To qualify for a 24-month STEM OPT extension, an F-1 student participating in an initial period of post-completion OPT must:

- Have a degree in an eligible STEM field from a SEVP-certified school that is accredited when the student submits their STEM OPT extension application to USCIS.

- Pursue their STEM OPT extension through an employer that is enrolled in USCIS's E-Verify program.

- Select a STEM OPT employer that provides the student with formal training and learning objectives, as evidenced by a completed I-983, Training Plan.

- Have a job offer for paid employment for a minimum of 20 hours per week per employer.

- The employment must be a bona fide employer-employee relationship.

Office of International Students
STEM OPT Extension Qualifications

* Special Circumstances *

• There is a lifetime limit of two STEM OPT extensions.
• If a student has received a prior STEM OPT extension at an academic level lower than their current level, they may be eligible to apply for another period of STEM OPT extension.
• If a student has received two prior periods of STEM OPT extension, they would not be eligible for a third extension.
• A student may be eligible to apply for a STEM OPT extension based on a previously-conferred degree in a STEM field.
• The prior degree must have been conferred no more than 10 years before the DSO recommends the STEM OPT extension.
• The prior degree must have been conferred by a U.S. institution in the U.S. that is accredited and SEVP-certified at the time the DSO recommends the STEM OPT extension.
Bona Fide Employer-Employee Relationship

According to the DHS, students cannot qualify for STEM OPT extensions unless they will be bona fide employees of the employer signing the Training Plan, and the employer that signs the Training Plan must be the same entity that employs the student and provides the practical training experience.

There are several aspects of the STEM OPT extension that do not make it apt for certain types of arrangements, including:

- multiple employer arrangements
- sole proprietorships
- employment through “temp” agencies***
- employment through consulting firm arrangements that provide labor for hire, and***
- other relationships that do not constitute a bona fide employer-employee relationship.
Bona Fide Employer-Employee Relationship

August 2018 Guidance:

DHS is clarifying that STEM OPT participants may engage in a training experience that takes place at a site other than the employer’s principal place of business as long as all of the training obligations are met, including that the employer has and maintains a bona fide employer-employee relationship with the student. DHS will review on a case-by-case basis whether the student will be a bona fide employee of the employer signing the Training Plan, and verify that the employer that signs the Training Plan is the same entity that employs the student and provides the practical training experience."
Staffing and temporary agencies and consulting firms may seek to employ students under the STEM OPT program, but only if they will be the entity that provides the practical training experience to the student and they have and maintain a bona fide employer-employee relationship with the student. STEM OPT participants may engage in a training experience that takes place at a site other than the employer’s principal place of business as long as all of the training obligations are met, including that the employer has and maintains a bona fide employer-employee relationship with the student. As noted in the 2016 STEM OPT rule, certain types of arrangements, including multiple employer arrangements, sole proprietorships, employment through “temp” agencies, employment through consulting firm arrangements that provide labor for hire, and other similar relationships may not be able to demonstrate a bona fide employer-employee relationship and, therefore, may not meet the requirements of the STEM OPT extension. See 2016 STEM OPT Final Rule (p. 13079).
The Form I-20

<table>
<thead>
<tr>
<th>SCHOOL NAME</th>
<th>The City University of New York CUNY Graduate School of Journalism</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</td>
<td>Paul Croser International Student Counselor</td>
</tr>
<tr>
<td>SCHOOL CODE AND APPROVAL DATE</td>
<td>NYC214708812027 27 JANUARY 2003</td>
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<tr>
<td>PROGRAM ENGLISH PROFICIENCY</td>
<td>Required</td>
</tr>
<tr>
<td>ENGLISH PROFICIENCY NOTES</td>
<td>Student is proficient</td>
</tr>
<tr>
<td>START OF CLASSES</td>
<td>25 AUGUST 2017</td>
</tr>
<tr>
<td>PROGRAM START/END DATE</td>
<td>15 AUGUST 2017 - 01 FEBRUARY 2019</td>
</tr>
</tbody>
</table>

- **School Code**: NYC214708812027
- **CIP Code**: 09.0702

Office of International Students

www.gc.cuny.edu
The I-983, Training Plan

The completed I-983, Training Plan must be submitted to the Office of International Students before a DSO can recommend the STEM OPT extension.

The Graduate Center’s SEVIS School Code is NYC214F00812006.

The School of Journalism’s SEVIS School Code is NYC214F00812027.

The “Qualifying Major and Classification of Instructional Programs (CIP) Code” can be found in the “PROGRAM OF STUDY” section of the Form I-20 under “MAJOR 1” or “MAJOR 2.”

Information about the I-983 and instructions for completing it are at the [STEM OPT Hub](https://stemopt.dhs.gov) on the [Study in the States](https://www.travel.state.gov/study-in-the-states) website.

Here are links to an [overview of the I-983 for students](https://www.gc.cuny.edu/international/visas-and-opt) and an [overview of the I-983 for employers](https://www.gc.cuny.edu/international/visas-and-opt).
Documents to be Submitted with the I-765

- Two ‘passport style’ color photographs taken within the past 30 days
- Payment of $410.00 must be included with the application:
  
  You may pay by check or money order made out to:  
  US Department of Homeland Security  
  NOTE: Personal checks cannot be post-dated.

  Or you may pay by credit card using Form G-1450

- Copy of the updated I-20 with the STEM OPT recommendation
- Copy of the I-94 Record or I-94 Card (Front & Back)
- Copies of all previous I-20s, DS-2019s and Change of Status documents issued by any US educational institutions, or by USCIS
- Copy of all previous EADs (Front and Back)
- Copy of passport identification page
- Copy of Graduate Center Diploma
- Employment Verification Letter
- Form G-1145, E-Notification of Application
### STEM OPT Endorsement

**SEVIS ID:** [redacted](F-1)  
**NAME:** [redacted]

<table>
<thead>
<tr>
<th>EMPLOYMENT AUTHORIZATIONS</th>
<th>FULL/PART-TIME</th>
<th>STATUS</th>
<th>START DATE</th>
<th>END DATE</th>
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<td>POST-COMPLETION OPT</td>
<td>FULL TIME</td>
<td>APPROVED</td>
<td>01 AUGUST 2015</td>
<td>31 JULY 2016</td>
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<td>STEM OPT</td>
<td>FULL TIME</td>
<td>REQUESTED</td>
<td>01 AUGUST 2016</td>
<td>01 AUGUST 2018</td>
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</table>

*Department of Homeland Security*
*U.S. Immigration and Customs Enforcement*

*I-20, Certificate of Eligibility for Nonimmigrant Student Status*
*OMB NO. 1653-0038*
STEM OPT Reminders

There is a 90-day range to apply for STEM OPT.

The earliest the application can arrive at USCIS is 90 days prior to expiration date of the EAD. The latest an application can be received by USCIS is the expiration date of the EAD.

The application must be received by USCIS no later than 60 days from the date the DSO issues the I-20 with the STEM OPT recommendation.

An application for the STEM OPT extension cannot be made during the 60-day grace period after the end of the OPT period.

The employment must be paid employment of at least 20 hours per week.

There must be bona fide employer-employee relationship; no self employment, no volunteering, no temp agencies, no consulting labor for hire.

The prospective STEM OPT employer must have E-Verify & EIN numbers.

Additional 60 days of unemployment for a possible total of 150 days.

If a timely application has been made for STEM OPT, the student may work past the end date of the EAD for up to 180 days.

Office of International Students
Reporting Requirements During STEM OPT

An F-1 student on a period of STEM OPT is required to report the start and end of all employment as well as changes in personal information such as name, address, email address and telephone number.

These changes must be reported to the OIS within 10 days of the change using the [STEM OPT Reporting Form](#).

Students on STEM OPT must confirm their personal and employment information every six months using the STEM OPT Reporting Form, even if there have been no changes.

Students on STEM OPT must complete two annual self evaluations, which are on page five of the I-983. Evaluations are submitted to the OIS with the 12-month and 24-month STEM OPT Reporting Forms.

A new I-983 training plan must be submitted to begin a new job while on STEM OPT or if there has been a material change in the terms and conditions of the current employment.
Material Changes to the Form I-983

Both STEM OPT students and employers are obligated to report to the DSO material changes to, or material deviations from, the student’s formal training plan.

Material changes or deviations may include, but are not limited to:

- Any change of the employer’s Employer Identification Number, (i.e., the company’s Federal Tax ID number) resulting from a change in the employer’s ownership or structure.
- Any reduction in student compensation that is not tied to a reduction in hours worked.
- Any significant decrease in hours per week that a student engages in a STEM training opportunity.
- Changes to the employer’s commitments or student’s learning objectives as documented on the Form I-983.

So long as the STEM OPT student and employer meet the regulatory requirements and the modified Form I-983 meets the specified requirements, the student’s employment authorization will not cease based on a change to the plan.

Office of International Students
STEM OPT Links

Study in the States STEM OPT Hub:
https://studyinthestates.dhs.gov/stem-opt-hub

Determining STEM OPT Eligibility:
https://studyinthestates.dhs.gov/students-determining-stem-opt-extension-eligibility

DHS-Approved STEM Designated Degree Program List:

Overview of the Form I-983 for Students:
https://studyinthestates.dhs.gov/students-and-the-form-i-983

Overview of the Form I-983 for Employers:
https://studyinthestates.dhs.gov/employers-and-the-form-i-983

STEM OPT Reporting Form:
https://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/OIS/STEM-OPT-Reporting-Form.pdf?ext=.pdf
Questions?
Creating an SEVP OPT Portal Account

Account Creation Overview

- US Citizenship and Immigration Services
- SEVP Response Center, Level 2

OPT Approval

SEVIS

OPT Start Date

DATA

Unique Address

SEVP Portal

Create Account

- SEVIS ID
- Create Password

Link to Create Portal Account

Not in Future

CREATE ACCOUNT

www.gc.cuny.edu

Office of International Students
Creating an SEVP OPT Portal Account

Step One
SEVP Portal Sends Account Creation Email

• SEVP Portal sends email to student
  – Email sent from Do-Not-Reply.SEVP@ice.dhs.gov
  – Email subject line:
    • Optional Practical Training Approval – the next step. Create an SEVP Portal account

• If student does not receive email:
  – Check spam or junk mail folders
  – Contact DSO to:
    • Confirm correct email address in SEVIS
    • Request that the portal resend the account creation email
Creating an SEVP OPT Portal Account

Step Two

Create an SEVP Portal Account

- Email contains a unique link to create an account
  - Link can only be used once and cannot be shared
  - Student must click the link to open the registration page

- Enter SEVIS ID number on registration page
  - Must use their correct, current SEVIS ID number
  - Account will lock after three incorrect attempts to enter a SEVIS ID number

- Students prompted to create a password
  - Enter password twice and click “Create Account”
Beware of Phishing

Information for Students

Be Aware of Phishing

• SEVP is concerned about student’s online safety
• Students will only receive emails from:
  – Do-Not-Reply.SEVP@ice.dhs.gov
  – Emails will provide notification about student’s SEVP Portal account
• Contact DSO or SRC with concerns
  – SRC contact information included at the end of this presentation

STUDENTS:
Know who to contact if you receive any suspicious emails
Make a Strong Password

Information for Students

*Make and Maintain a Strong Password*

- **Create a secure password**
  - Special requirements for passwords
  - Do not share password under any circumstances

- **Update password every 90 days**
  - Portal will prompt students with expiring or expired passwords to change their password upon login

- **Change or reset password through SEVP Portal**
  - Student can change or reset a password at any time

**STUDENTS:**
Log into the SEVP Portal every 90 days or your account will be locked
SEVP OPT Portal Functionality

Navigating the SEVP Portal

Updating User Profile

- **Biographic information**
  - Displays student name and date of birth as entered in SEVIS
  - Read-only section

- **Physical address**
  - Portal will automatically verify address validity

- **Mailing address**
  - Can be the same as physical address
  - Can be a post office box

- **Phone number**
  - Add or edit U.S. and foreign telephone number

**STUDENTS:**
Contact your DSO with changes to your email address
Update Employer Information

• Add employer information
  – Edit:
    • Employer location and contact information
    • Supervisor contact information
    • Employment dates

• Edit employer information
  – Update employer information when data in any field changes
  – Never replace existing employer information with new employer information

• Delete employer
  – Only use if student never worked for employer
  – SEVP Portal will not ask students to confirm a deletion
Updating Student Email Addresses

Changes to Student Email Addresses

CHANGE EMAIL ADDRESS

@abc.com

☑️ @xyz.com

DSO ENTERS NEW EMAIL ADDRESS

ACCESS ACCOUNT

CHANGE PASSWORD

SEVP PORTAL

LINK TO ACCESS PORTAL ACCOUNT

NEW ADDRESS
Troubleshooting the SEVP OPT Portal

Troubleshooting the SEVP Portal

TROUBLESHOOTING

1. SPAM
2. DSO ENTERS DATA

FORGOT PASSWORD
ACCOUNT LOCKED
DIDN'T GET EMAIL
CANNOT ENTER OR SAVE DATA
PORTAL TECHNICAL PROBLEM

RESET OWN PASSWORD
DSO RESET PORTAL ACCOUNT
CALL SRC

www.gc.cuny.edu
Office of International Students
SEVP OPT Portal Help

Create an SEVP Portal account and download the SEVP Portal User Guide.

Resources for DSOs about SEVP Portal interface with SEVIS.

SEVP Portal Help

SEVP PORTAL: GETTING STARTED
- SEVP Portal Overview
- Create SEVP Portal Account
- Make and Maintain User Password
- SEVP Portal User Guide

INFORMATION FOR SCHOOLS
- Benefits of the SEVP Portal
- SEVIS Help Hub
- Broadcast Messages

RESOURCES
- SEVP Portal Videos
- Infographic

SEVP PORTAL HELP
Students on post-completion practical training will learn how to use the SEVP Portal to comply with reporting requirements.

STUDENTS: LEARN HOW TO USE THE SEVP PORTAL
In this section you will find:
- Step-by-step instructions.
- Instructional videos.
- Additional SEVP Portal Help resources.

QUESTIONS?
For general and case-specific questions, call 724-380-1800 or email SEVP@DHS.gov and include SEVP Portal in the subject line. Our offices are open Monday through Friday, from 8 a.m. to 6 p.m. ET, except holidays.

StudyInTheStates.dhs.gov/SEVP-Portal-Help

Navigate and update information through the SEVP Portal.

SEVP Portal videos and infographic for students.
SEVP Engagement

Engage with SEVP

Stay Connected

KEY NEWS AND CONTENT
- StudyintheStates.dhs.gov/Blog
- Publications
- SEVP Spotlight
- SEVP Outreach Bulletin

ENGAGE THROUGH CONFERENCES
- Fill out the SEVP Event Request Form at StudyintheStates.dhs.gov/Conferences

@StudyinStates
Facebook.com/StudyintheStates
Linkedin.com/Company/Student-and-Exchange-Visitor-Program
Questions?