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.
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

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<td>07/02/18</td>
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<tr>
<td>Latest Possible Starting Date:</td>
<td>11/29/18</td>
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</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 I-20: _______

If you have had a previously-authorized period of OPT, please indicate dates below:
- From: ____________________________
- To: ______________________________

- Have you been authorized for OPT, on which degree level was it based?  
  □ Bachelor’s  □ Master’s  □ Doctorate

*This is the date 90 days before you expect to complete all of your degree requirements.

Requested OPT Start Date: __________________________

*Your start date can be from the day after your completion date or in 90 days after your completion date.

Signature: ____________________________

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 of his or her required course work?  
  Date: ____________________________

- When is this student expected to complete all degree requirements?  
  Date: ____________________________

Signature: ____________________________

Print Name: ____________________________

Title & Department: ______________________
**Advisor Enters:**

- Date Required Course Work Completed
- Date Expected To Complete Degree Requirements
- Date Expected To Deposit Thesis or Dissertation

---

### Section 1: To Be Completed By Student

- Surname: 
- Given Name: 
- Student ID Number: 
- SEVIS Number: 
- Email Address: 
- Program End Date of Current I-20: 

If you have had a previously-authorized period of OPT, please indicate dates below:

<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
</table>

If you previously have been authorized for OPT, on which degree level was it based? [ ] Bachelor's  [ ] Master's  [ ] Doctorate

Expected Completion Date*: 

*This is the date on which you expect to complete all your degree requirements.

Requested OPT Start Date: 

*Your start date can be from the day after your completion date, up to 60 days after your completion date.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date:</th>
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</table>

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

- Student's Major: 
- When is this student expected to complete all his or her required course work? 
- When is this student expected to complete all degree requirements? 

<table>
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<tr>
<th>Signature</th>
<th>Date:</th>
</tr>
</thead>
</table>

- Print Name: 
- Title & Department: 

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Office of International Students

www.gc.cuny.edu
Completing the I-765
Part 1.

Post-Completion OPT select 1.a. “Initial permission”

STEM OPT select 1.c. “Renewal of my permission”
### Application For Employment Authorization

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

**For USCIS Use Only**

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<table>
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**To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).**

- Select this box if Form G-28 is attached.

**Attorney or Accredited Representative USCIS Online Account Number (if any)**

**Start Here - Type or print in black ink.**

### Part 1. Reason for Applying

I am applying for (select only one box):

1.a. Initial permission to accept employment.
1.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.
   **NOTE:** Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.
1.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

### Part 2. Information About You

**Your Full Legal Name**

1.a. Family Name (Last Name)
1.b. Given Name (First Name)
1.c. Middle Name

**Other Names Used**

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6. Additional Information.

2.a. Family Name (Last Name)
2.b. Given Name (First Name)
2.c. Middle Name
3.a. Family Name (Last Name)
3.b. Given Name (First Name)
3.c. Middle Name
4.a. Family Name (Last Name)
4.b. Given Name (First Name)
4.c. Middle Name

---

Name as it appears in passport
Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6.

2.a. Family Name (Last Name)  
2.b. Given Name (First Name)  
2.c. Middle Name  

3.a. Family Name (Last Name)  
3.b. Given Name (First Name)  
3.c. Middle Name  

4.a. Family Name (Last Name)  
4.b. Given Name (First Name)  
4.c. Middle Name
Part 2.

5.a. – 5.f. U.S.
Mailing Address

International Students
365 Fifth Avenue
Ste 7200
New York, NY 10016

Part 2. Information About You (continued)

Your U.S. Mailing Address
5.a. In Care Of Name (if any)
5.b. Street Number and Name
5.d. City or Town
5.e. State Zip Code

6. Is your current mailing address the same as your physical address? Yes No

NOTE: If you answered “No” to Item Number 6, provide your physical address below.

U.S. Physical Address
7.a. Street Number and Name
7.c. City or Town
7.d. State Zip Code

Other Information
8. Alien Registration Number (A-Number) (if any)
9. USCIS Online Account Number (if any)

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.

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

14. Do you want the SSA to issue you a Social Security card?
   (You must also answer “Yes” to Item Number 15.
   Consent for Disclosure, to receive a card.)
   Yes No

15. 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 Item Numbers 14 - 15, provide the information requested in Item Numbers 16.a. - 17.b.

Father’s Name
Provide your father’s birth name.

16.a. Family Name
16.b. Given Name

Mother’s Name
Provide your mother’s birth name.

17.a. Family Name
17.b. Given Name

Your Country or Countries of Citizenship or Nationality
List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in Part 6. Additional Information.

18.a. Country
18.b. Country

Form I-765 05/21/18 Page 2 of 7
6. Is your current mailing address the same as your physical address?

7.a. – 7.e. Physical Address
Item 8. A-Number
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

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

Admission (I-94) Record Number: 69000888062

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

Details provided on Admission (I-94) form:
Part 2. Information About You (continued)

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

19a. City/Town/Village of Birth

19b. State/Province of Birth

19c. Country of Birth

19d. Date of Birth (mm/dd/yyyy)

Information About Your Last Arrival in the United States

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

21b. Passport Number of Your Most Recently Issued Passport

21c. Travel Document Number (if any)

21d. Country That Issued Your Passport or Travel Document

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

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

Place of Your Last Arrival in the United States

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

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

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), (e)(6)(A)(1)(ii).

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

28a. Degree

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

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

29. (e)(26) Eligibility Category. If you entered the eligibility category (e)(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. (e)(3) Eligibility Category. If you entered the eligibility category (e)(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 (e)(3) in the Required Documentation section of the Form I-765 Instructions for information about providing court dispositions.

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

31b. If you entered the eligibility category (e)(35) or (e)(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 31b, 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.
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)
26. SEVIS Number (N00XXXXXXXXX)
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. Employers E-Verify Number.
Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

NOTE: Read the Penalties section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

Applicant's Statement

NOTE: Select the box for either Item Number 1.a. or 1.b. If applicable, select the box for Item Number 2.

1. a. I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.

1. b. The interpreter named in Part 4. read to me every question and instruction on this application and my answer to every question in a language which I am fluent, and I understood everything.

2. At my request, the preparer named in Part 5 prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

3. Applicant's Daytime Telephone Number

4. Applicant's Mobile Telephone Number (if any)

5. Applicant's Email Address (if any)

6. Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

Applicant's Declaration and Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

1. I reviewed and understood all of the information contained in, and submitted with, my application; and

2. All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

Applicant's Signature

7. a. Applicant's Signature

7. b. Date of Signature (mm/dd/yyyy)

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

Part 4. Interpreter's Contact Information, Certification, and Signature

Provide the following information about the interpreter.

Interpreter's Full Name

1. a. Interpreter's Family Name (Last Name)

1. b. Interpreter's Given Name (First Name)

2. Interpreter's Business or Organization Name (if any)
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

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<th>I-20, Certificate of Eligibility for Nonimmigrant Student Status</th>
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Program End Date (Completion Date): 01 FEBRUARY 2019
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<th>(F-1)</th>
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**Employment Authorizations**

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**Change of Status/CAP-GAP Extension**


**Authorized Reduced Course Load**


**Current Session Dates**

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<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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<th>Signature</th>
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</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
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.
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
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.
# The Form I-20

<table>
<thead>
<tr>
<th>Department of Homeland Security</th>
<th>I-20, Certificate of Eligibility for Nonimmigrant Student Status</th>
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<tbody>
<tr>
<td>SEVIS ID:</td>
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<tr>
<td>Surname/Primary Name</td>
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<tr>
<td>Given Name</td>
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<tr>
<td>Class of Admission</td>
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<tr>
<td>F-1</td>
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**School Information**

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Address</th>
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<tbody>
<tr>
<td>The City University of New York</td>
<td>219 West 40th Street, New York, NY 10018</td>
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**School Official to Contact Upon Arrival**

- Paul Croser
- International Student Counselor

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<th>SCHOOL CODE AND APPROVAL DATE</th>
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<td>NYC214700812027</td>
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**Program of Study**

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<th>Program English Proficiency</th>
<th>English Proficiency Notes</th>
<th>Earliest Admission Date</th>
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<td>Required</td>
<td>Student is proficient</td>
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<table>
<thead>
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<td>None 00.0000</td>
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<table>
<thead>
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<th>Program Start/End Date</th>
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</thead>
<tbody>
<tr>
<td>25 August 2017</td>
<td>15 August 2017 - 01 February 2019</td>
</tr>
</tbody>
</table>
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 on the Study in the States website.

Here are links to an overview of the I-983 for students and an overview of the I-983 for employers.
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

Office of International Students
**STEM OPT Endorsement**

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

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**SEVIS ID:** [Redacted]  
**NAME:** [Redacted]

**EMPLOYMENT AUTHORIZATIONS**

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<th>AUTHORIZATION TYPE</th>
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<th>STATUS</th>
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<th>END DATE</th>
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<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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www.gc.cuny.edu  

Office of International Students
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://studyinthe.states.dhs.gov/stem-opt-hub

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

DHS-Approved STEM Designated Degree Program List:

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

Overview of the Form I-983 for Employers:
https://studyinthe.states.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
Creating an SEVP OPT Portal Account

Account Creation Overview

CREATE ACCOUNT

- SEVIS ID
- CREATE PASSWORD

OPT APPROVAL

SEVIS

OPT START DATE

DATA

SEVP PORATL

LINK TO CREATE PORTAL ACCOUNT

 SEVP RESPONSE CENTER, LEVEL 2

US CITIZENSHIP AND IMMIGRATION SERVICES
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

DSOs:
Tell your students what to expect when creating an SEVP Portal account
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”
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

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
SEVP OPT Portal Functionality

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

**REMEMBER:**
STEM OPT students cannot add or delete an employer through the portal
Updating Student Email Addresses

**Changes to Student Email Addresses**

**CHANGE EMAIL ADDRESS**

- @abc.com
- @xyz.com

**ACCESS ACCOUNT**

- CHANGE PASSWORD

**SEVP PORTAL**

- DSO ENTERS NEW EMAIL ADDRESS
- LINK TO ACCESS PORTAL ACCOUNT
- NEW ADDRESS

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

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

RESOURCES
- OPT Student Reporting Requirements
- SEVP Portal Videos

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 724-423-0000 or email SEVPReqs@dhs.gov and include SEVP Portal in the subject line. Our offices are open Monday through Friday, from 8 a.m. to 5 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
Engage with SEVP

Stay Connected

KEY NEWS AND CONTENT

StudyintheStates.dhs.gov/Blog
Publications
SEVP Spotlight
SEVP Outreach Bulletin

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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?