Welcome!

Please turn off your cell phone or set it to silent or vibrate. If you must 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).

• For students of the CUNY Graduate Center, the CUNY Graduate School of Journalism, and the CUNY School of Public Health.

• Post-completion OPT is an initial 12-month period of employment authorization for F-1 students who have completed their programs of study.

• OPT employment authorization is granted by USCIS and application processing may take 60 - 90 days or more.
Who is eligible for post-completion OPT?

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

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

• 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 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 been authorized for one year of full-time CPT at their current degree level, they are not eligible to apply for OPT.

Office of International Students
About four months prior to expected completion date, students should learn about OPT by reading the OPT handout and attending an OPT workshop.

If students have questions after reviewing our OPT materials, they should contact a counselor at the Office of International Students.

Students should complete the I-765, gather the required documents and set up an appointment with a DSO to receive an I-20 with a recommendation for post-completion OPT.

The application must be received by USCIS within 30 days of issuance of the I-20 with the DSO’s OPT Recommendation.

90 days prior to the completion date is the earliest and 60 days after the completion date is the latest an application can be received by the USCIS.
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 a 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 day that the student will complete all the 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 expectations of when the student will complete the program of study.

- For doctoral students, the completion date is usually the day the student deposits the dissertation. Though there are exceptions.

- For master’s students, the completion date may be the completion of a capstone project or thesis submission.
### OPT Application Receipt Date Calculator

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Expected Completion Date Here:</td>
<td>09/30/17</td>
</tr>
<tr>
<td>90 Days Prior to the Date Above Is:</td>
<td>07/02/17</td>
</tr>
<tr>
<td>60 Days Prior to the Date Above Is:</td>
<td>08/01/17</td>
</tr>
<tr>
<td>30 Days Prior to the Date Above Is:</td>
<td>08/31/17</td>
</tr>
<tr>
<td>30 Days After the Date Above Is:</td>
<td>10/30/17</td>
</tr>
<tr>
<td>60 Days After the Date Above Is:</td>
<td>11/29/17</td>
</tr>
<tr>
<td>Enter Number of Days Before Date Above:</td>
<td>0</td>
</tr>
<tr>
<td>Enter Number of Days After Date Above:</td>
<td>0</td>
</tr>
<tr>
<td>Earliest Date OPT Application Can Be Received By USCIS:</td>
<td>07/02/17</td>
</tr>
<tr>
<td>Latest Date OPT Application Can Be Received By USCIS:</td>
<td>11/29/17</td>
</tr>
</tbody>
</table>

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Office of International Students
### OPT Starting Date Calculator

<table>
<thead>
<tr>
<th>Option</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Expected Completion Date Here:</td>
<td>09/30/17</td>
</tr>
<tr>
<td>One Day After Completion Date:</td>
<td>10/01/17</td>
</tr>
<tr>
<td>15 Days After Completion Date:</td>
<td>10/15/17</td>
</tr>
<tr>
<td>30 Days After Completion Date:</td>
<td>10/30/17</td>
</tr>
<tr>
<td>45 Days After Completion Date:</td>
<td>11/14/17</td>
</tr>
<tr>
<td>60 Days After Completion Date:</td>
<td>11/29/17</td>
</tr>
<tr>
<td>Enter Number of Days After Completion Date:</td>
<td>0 09/30/17</td>
</tr>
<tr>
<td>Earliest Possible Starting Date:</td>
<td>10/01/17</td>
</tr>
<tr>
<td>Latest Possible Starting Date:</td>
<td>11/29/17</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 Job: ____

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

- Did you have a previously-authorized period of OPT, on which degree program was it based? □ Bachelor's □ Master's □ Doctorate

Requested OPT Start Date:

- You must indicate the requested OPT Start Date, up to 120 days 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 coursework? Date: ________________
- When is this student expected to complete all degree requirements? Date: ________________

Signature: __________________________
Date: ______________________________

Print Name: _________________________
Title & Department: __________________

Office of International Students
## OPT Request Form

### Section 1: To Be Completed By Student

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname</td>
<td>Student's surname</td>
</tr>
<tr>
<td>Given Name</td>
<td>Student's given name</td>
</tr>
<tr>
<td>Student ID Number</td>
<td>Student's ID number</td>
</tr>
<tr>
<td>SEVIS Number</td>
<td>Student's SEVIS number</td>
</tr>
<tr>
<td>Email Address</td>
<td>Student's email address</td>
</tr>
<tr>
<td>Program End Date of Current Job</td>
<td>Date the program ends</td>
</tr>
</tbody>
</table>

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

- **From:** [ ]
- **To:** [ ]

**If you previously have been authorized for OPT, on which degree level was it based?**

- [ ] Bachelor's
- [ ] Master's
- [ ] Doctorate

**Requested Completion Date:** [ ]

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

**Requested OPT Start Date:** [ ]

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

**Signature:** [ ]

**Date:** [ ]

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

#### Student's Major

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**When does the student complete all his or her required coursework?**

**Date:** [ ]

**When is this student expected to complete all degree requirements?**

**Date:** [ ]

**When is the student expected to deposit thesis or dissertation?**

**Date:** [ ]

**Signature:** [ ]

**Date:** [ ]

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td>Student's print name</td>
</tr>
<tr>
<td>Title &amp; Department</td>
<td>Student's title and department</td>
</tr>
</tbody>
</table>

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**Advisor Enters:**

- **Date Required Course Work Completed**
- **Date Expected To Complete Degree Requirements**
- **Date Expected To Deposit Thesis or Dissertation**
Completing the I-765

Be sure to mark the box entitled “Permission to accept employment.”
Completing the I-765

1. Full Name
   As On I-20

3. U.S. Mailing Address
Completing the I-765

4. Country of Citizenship
5. Place of Birth
6. Date of Birth
Completing the I-765

7. Gender
8. Marital Status
Completing the I-765

9a. Have you been issued a SSN?
9b. Enter SSN
10. Do you want SSA to issue a Social Security card? (If No, skip to Item Number 14.)

11. Consent for Disclosure
Completing the I-765

14. I-94 Number

Admission (I-94) Record Number: 69000888062
Admit Until Date (MM/DD/YYYY): 10/10/2012
15. Have you ever before applied for employment authorization from USCIS?
Completing the I-765

16. Date of Last Entry
17. Place of Last Entry

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Completing the I-765

18. Status of Last Entry: F1 Student
19. Current Immigration Status: Student
20. Eligibility Category: (c)(3)(B)
Completing the I-765

Certification:

Sign (Blue Ink)

Date (mm/dd/yyyy)

Telephone Number

Office of International Students
Additional Documents to be Submitted with the I-765

- Two ‘passport style’ color photographs taken within past 30 days
- Check or money order for $410.00 made out to: US Department of Homeland Security
  
  NOTE: Personal checks cannot be post-dated.
- 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
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 applicant will receive a text or email notification of the receipt of their application.
- The applicant 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 60 and 90 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.
• 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 or 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 a period of post-completion OPT, the student is still in F-1 status and still required to report certain events within 10 days of their occurrence.
- While on a period of OPT, the student is required to report the start and finish of all employment and changes in contact information (address, phone, email, name, etc.).
- While on OPT, the student reports these events and changes using the OPT Reporting Form.
- If the student applies to change to another immigration status, they must inform the Office of International Students.
- If the student departs the U.S. and decides not to complete the 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 an approved-period of post-completion OPT. 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!
• 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.
• 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/or the Student & Exchange Visitor Program (SEVP) is required during the OPT period.
Links to 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?