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 CUNY Graduate School of Journalism.
• 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.

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 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 will complete all the requirements for the degree, indicated by Program End Date on the Form I-20.

• 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 Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Expected Completion Date</td>
<td>5/24/2018</td>
</tr>
<tr>
<td>90 Days Prior to the Date Above Is</td>
<td>02/23/18</td>
</tr>
<tr>
<td>60 Days Prior to the Date Above Is</td>
<td>03/25/18</td>
</tr>
<tr>
<td>30 Days Prior to the Date Above Is</td>
<td>04/24/18</td>
</tr>
<tr>
<td>30 Days After the Date Above Is</td>
<td>06/23/18</td>
</tr>
<tr>
<td>60 Days After the Date Above Is</td>
<td>07/23/18</td>
</tr>
<tr>
<td>Enter Number of Days Before Date Above</td>
<td>05/24/18</td>
</tr>
<tr>
<td>Enter Number of Days After Date Above</td>
<td>05/24/18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earliest Date OPT Application Can Be Received By USCIS</td>
<td>02/23/18</td>
</tr>
<tr>
<td>Latest Date OPT Application Can Be Received By USCIS</td>
<td>07/23/18</td>
</tr>
</tbody>
</table>
## OPT Starting Date Calculator

<table>
<thead>
<tr>
<th>Date Calculation</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Expected Completion Date Here</td>
<td>05/24/18</td>
</tr>
<tr>
<td>One Day After Completion Date</td>
<td>05/25/18</td>
</tr>
<tr>
<td>15 Days After Completion Date</td>
<td>06/08/18</td>
</tr>
<tr>
<td>30 Days After Completion Date</td>
<td>06/23/18</td>
</tr>
<tr>
<td>45 Days After Completion Date</td>
<td>07/08/18</td>
</tr>
<tr>
<td>60 Days After Completion Date</td>
<td>07/23/18</td>
</tr>
<tr>
<td>Enter Number of Days After Completion Date</td>
<td>0</td>
</tr>
<tr>
<td>Earliest Possible Starting Date</td>
<td>05/25/18</td>
</tr>
<tr>
<td>Latest Possible Starting Date</td>
<td>07/23/18</td>
</tr>
</tbody>
</table>
Optional Practical Training Request Form

Section 1: To Be Completed By Student

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

If you have had a previously authorized period of OPT, please indicate dates below:
- From: [Date]
- To: [Date]

- Have you been employed for OPT, on what degree was it based? [Circle]
  - Bachelor's
  - Master's
  - Doctorate

- Requested OPT Start Date: [Date]

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

- Student’s Major: [Major]
- Second Major (if applicable): [Major]
- Level of Study: [Circle]
  - Bachelor's
  - 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: [Signature]
- Print Name: [Name]
- Title & Department: [Department]
**OPT Request Form**

**Section 1: To Be Completed By Student**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>Given Name:</td>
<td></td>
</tr>
<tr>
<td>Student ID Number:</td>
<td></td>
</tr>
<tr>
<td>SEVIS Number:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Program End Date of Current Job:</td>
<td></td>
</tr>
<tr>
<td>If you have had a previously-authorized period of OPT, please indicate dates below:</td>
<td></td>
</tr>
<tr>
<td>From:</td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td></td>
</tr>
<tr>
<td>If you previously have been authorized for OPT, on which degree level was it based?</td>
<td></td>
</tr>
<tr>
<td>□ Bachelor's</td>
<td></td>
</tr>
<tr>
<td>□ Master's</td>
<td></td>
</tr>
<tr>
<td>□ Doctorate</td>
<td></td>
</tr>
<tr>
<td>Expected Completion Date*:</td>
<td></td>
</tr>
<tr>
<td><strong>This is the date on which you expect to complete all your degree requirements.</strong></td>
<td></td>
</tr>
<tr>
<td>Requested OPT Start Date:</td>
<td></td>
</tr>
<tr>
<td><strong>You must start dates from the day after your completion date, up to 60 days after your completion date.</strong></td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student's Major:</td>
<td></td>
</tr>
<tr>
<td>When did this student complete all his or her required coursework?</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>When is this student expected to complete all degree requirements?</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>When is the student expected to deposit his or her thesis or dissertation?</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Print Name:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Title &amp; Department:</td>
<td></td>
</tr>
</tbody>
</table>

**Advisor Enters:**

- Date Required Course Work Completed
- Date Expected To Complete Degree Requirements
- Date Expected To Deposit Thesis or Dissertation
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
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>9a. Have you been issued a SSN?</td>
<td></td>
</tr>
<tr>
<td>9b. Enter SSN</td>
<td></td>
</tr>
</tbody>
</table>
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

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

Get I-94 Number I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69000988062
Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission (I-94) form:

- Family Name: LI
- First (Given) Name: LYDIA
- Birth Date (MM/DD/YYYY): 01/01/1990
- Passport Number: P123123123
- Passport Country of Issuance: Mexico
- Date of Entry (MM/DD/YYYY): 04/11/2012
- Class of Admission: B1

Office of International Students
Completing the I-765

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
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
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
The Form I-20

<table>
<thead>
<tr>
<th>Department of Homeland Security</th>
<th>I-20, Certificate of Eligibility for Nonimmigrant Student Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Immigration and Customs Enforcement</td>
<td>OMB NO. 1653-0038</td>
</tr>
<tr>
<td>SEVIS ID:</td>
<td></td>
</tr>
<tr>
<td>SURNAME/PRIMARY NAME</td>
<td>GIVEN NAME</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>FORM ISSUE REASON</td>
<td>LEGACY NAME</td>
</tr>
<tr>
<td>CONTINUED ATTENDANCE</td>
<td></td>
</tr>
<tr>
<td>SCHOOL INFORMATION</td>
<td>SCHOOL ADDRESS</td>
</tr>
<tr>
<td>SCHOOL NAME</td>
<td>219 West 40th Street, New York, NY 10018</td>
</tr>
<tr>
<td>The City University of New York</td>
<td></td>
</tr>
<tr>
<td>CUNY Graduate School of Journalism</td>
<td>SCHOOL CODE AND APPROVAL DATE</td>
</tr>
<tr>
<td>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</td>
<td>NYC214F00812027</td>
</tr>
<tr>
<td>Paul Croser</td>
<td>27 JANUARY 2003</td>
</tr>
<tr>
<td>International Student Counselor</td>
<td></td>
</tr>
<tr>
<td>PROGRAM OF STUDY</td>
<td></td>
</tr>
<tr>
<td>EDUCATION LEVEL</td>
<td>MAJOR 1</td>
</tr>
<tr>
<td>MASTER'S</td>
<td>Digital Communication and</td>
</tr>
<tr>
<td>PROGRAM ENGLISH PROFICIENCY</td>
<td>Media/Multimedia 09.0702</td>
</tr>
<tr>
<td>Required</td>
<td>ENGLISH PROFICIENCY NOTES</td>
</tr>
<tr>
<td></td>
<td>Student is proficient</td>
</tr>
<tr>
<td>START OF CLASSES</td>
<td>PROGRAM START/END DATE</td>
</tr>
<tr>
<td>25 AUGUST 2017</td>
<td>15 AUGUST 2017 - 01 FEBRUARY 2019</td>
</tr>
</tbody>
</table>

Program End Date (Completion Date)
OPT Endorsement

<table>
<thead>
<tr>
<th>SEVIS ID:</th>
<th>(F-1)</th>
<th>NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYMENT AUTHORIZATIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TYPE</td>
<td>FULL/PART-TIME</td>
<td>STATUS</td>
</tr>
<tr>
<td>POST-COMPLETION OPT</td>
<td>FULL TIME</td>
<td>REQUESTED</td>
</tr>
</tbody>
</table>

| CHANGE OF STATUS/CAP-GAP EXTENSION | |
| | |
| AUTHORIZED REDUCED COURSE LOAD | |
| | |
| CURRENT SESSION DATES | |
| CURRENT SESSION START DATE | CURRENT SESSION END DATE |
| 25 AUGUST 2017 | 20 DECEMBER 2017 |

| 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. |
| DESIGNATED SCHOOL OFFICIAL | TITLE | SIGNATURE | DATE ISSUED | PLACE ISSUED |
| | | | | |
| X | | | | |
| X | | | | |
| X | | | | |
| X | | | | |
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 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.
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 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 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 events and changes using the **OPT Reporting Form**.

• 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.
• 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/or 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.
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>U.S. Immigration and Customs Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I-20, Certificate of Eligibility for Nonimmigrant Student Status</td>
</tr>
<tr>
<td></td>
<td>OMB NO. 1653-0038</td>
</tr>
</tbody>
</table>

**SEVIS ID:** [Redacted]

<table>
<thead>
<tr>
<th>Surname/Primary Name</th>
<th>Given Name</th>
<th>Class of Admission</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>F-1</td>
</tr>
</tbody>
</table>

**School Code**

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>The City University of New York CUNY Graduate School of Journalism</td>
<td>219 West 40th Street, New York, NY 10018</td>
</tr>
</tbody>
</table>

**CIP Code**

<table>
<thead>
<tr>
<th>Program of Study</th>
<th>Major 1</th>
<th>Major 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Digital Communication and Media/Multimedia</td>
<td>None</td>
</tr>
<tr>
<td>English Proficiency</td>
<td>Required</td>
<td>00.0000</td>
</tr>
<tr>
<td>English Proficiency Notes</td>
<td>Student is proficient</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start of Classes</th>
<th>Program Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 August 2017</td>
<td>15 August 2017 - 01 February 2019</td>
</tr>
</tbody>
</table>

**SCHOOL CODE AND APPROVAL DATE**

NYC214700812027

27 January 2003

Office of International Students

[www.gc.cuny.edu](http://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 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.
Completing the STEM OPT I-765

Be sure to mark the box entitled “Renewal of my permission to accept employment.”
Completing the STEM OPT I-765

15. Have you ever before applied for employment authorization from USCIS?

EAC – Vermont Service Center
YSC – Potomac Service Center

Office of International Students
Completing the STEM OPT I-765

20. Eligibility Category: (c)(3)(C)

21. Degree CIP Code

Employer’s E-Verify Name

Employer’s E-Verify #
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
www.gc.cuny.edu
<table>
<thead>
<tr>
<th>Employment Authorizations</th>
<th>Full/Part-Time</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-completion OPT</td>
<td>Full Time</td>
<td>Approved</td>
<td>01 August 2015</td>
<td>31 July 2016</td>
</tr>
<tr>
<td>STEM OPT</td>
<td>Full Time</td>
<td>Requested</td>
<td>01 August 2016</td>
<td>01 August 2018</td>
</tr>
</tbody>
</table>
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.
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

Office of International Students
Questions?