THE GRADUATE CENTER
CITY UNIVERSITY OF NEW YORK

Optional Practical Training Webinar

www.gc.cuny.edu

Office of International Students

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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 a brief 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.

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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.

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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.

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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.

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OPT Application Receipt Date Calculator

OPT Application Receipt Date Calculator		
Enter Expected Completion Date Here:		12/21/21
90 Days Prior to the Date Above Is:		09/22/21
60 Days Prior to the Date Above Is:		10/22/21
30 Days Prior to the Date Above Is:		11/21/21
30 Days After the Date Above Is:		01/20/22
60 Days After the Date Above Is:		02/19/22
Enter Number of Days Before Date Above:	0	12/21/21
Enter Number of Days After Date Above:	0	12/21/21
Earliest Date OPT Application Can Be Received By USCIS:		09/22/21
Latest Date OPT Application Can Be Received By USCIS:		02/19/22

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OPT Starting Date Calculator

OPT Starting Date Calculator		
Enter Expected Completion Date Here:		12/21/21
One Day After Completion Date:		12/22/21
15 Days After Completion Date:		01/05/22
30 Days After Completion Date:		01/20/22
45 Days After Completion Date:		02/04/22
60 Days After Completion Date:		02/19/22
Enter Number of Days After Completion Date:	0	12/21/21
Earliest Possible Starting Date:		12/22/21
Latest Possible Starting Date:		02/19/22

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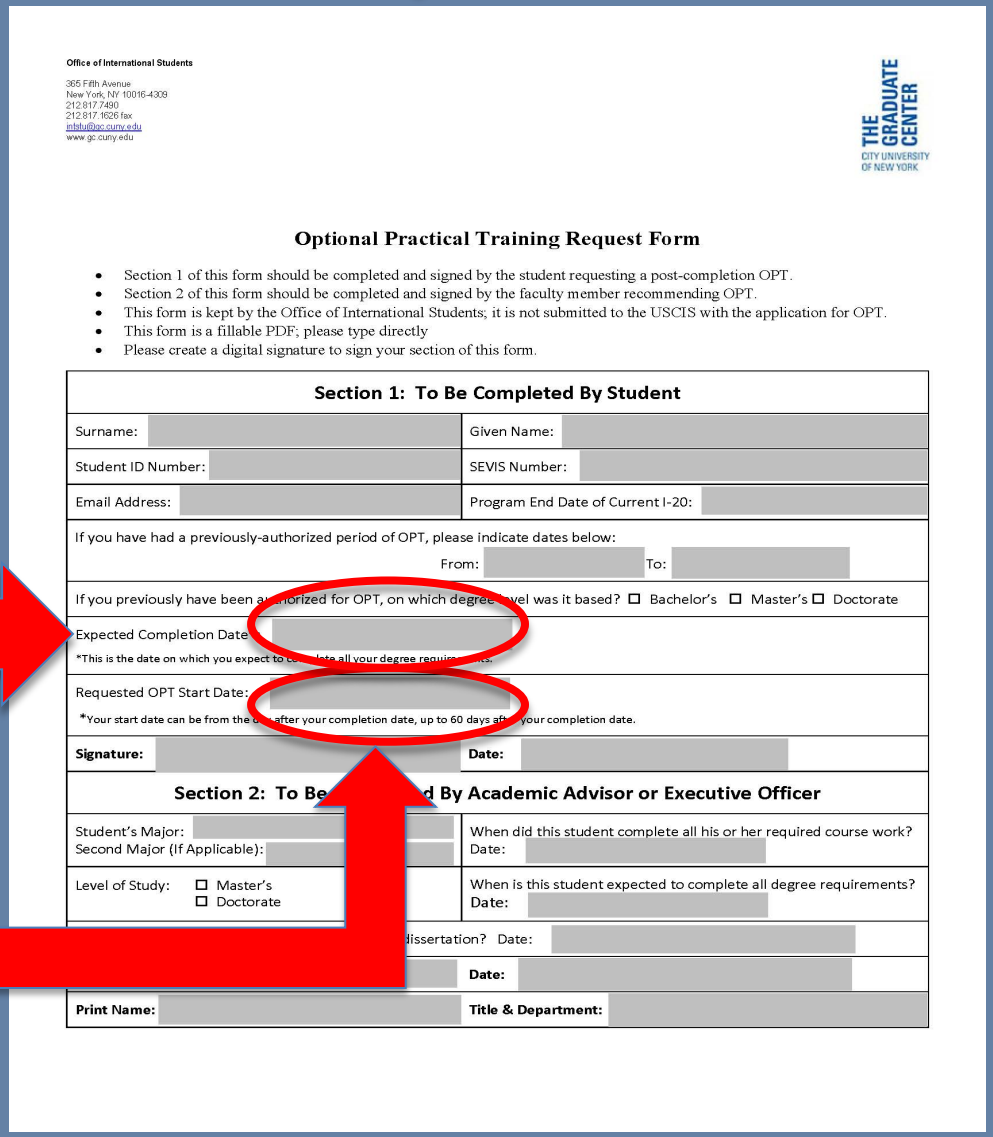
OPT Request Form



Office of International Students
365 Fifth Avenue
New York, NY 10016-4309
212.817.7490
212.817.1626 fax
intstu@gc.cuny.edu
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CITY UNIVERSITY OF NEW YORK

Optional Practical Training Request Form

- Section 1 of this form should be completed and signed by the student requesting a post-completion OPT.
- Section 2 of this form should be completed and signed by the faculty member recommending OPT.
- This form is kept by the Office of International Students; it is not submitted to the USCIS with the application for OPT.
- This form is a fillable PDF; please type directly
- Please create a digital signature to sign your section of this 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:

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.

Signature: **Date:**

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

Student's Major: Second Major (If Applicable):	When did this student complete all his or her required course work? Date:
Level of Study: ☐ Master's ☐ Doctorate	When is this student expected to complete all degree requirements? Date:
	dissertation? Date:
	Date:
Print Name:	**Title & Department:**

Expected Completion Date

Requested OPT Start Date

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OPT Request Form

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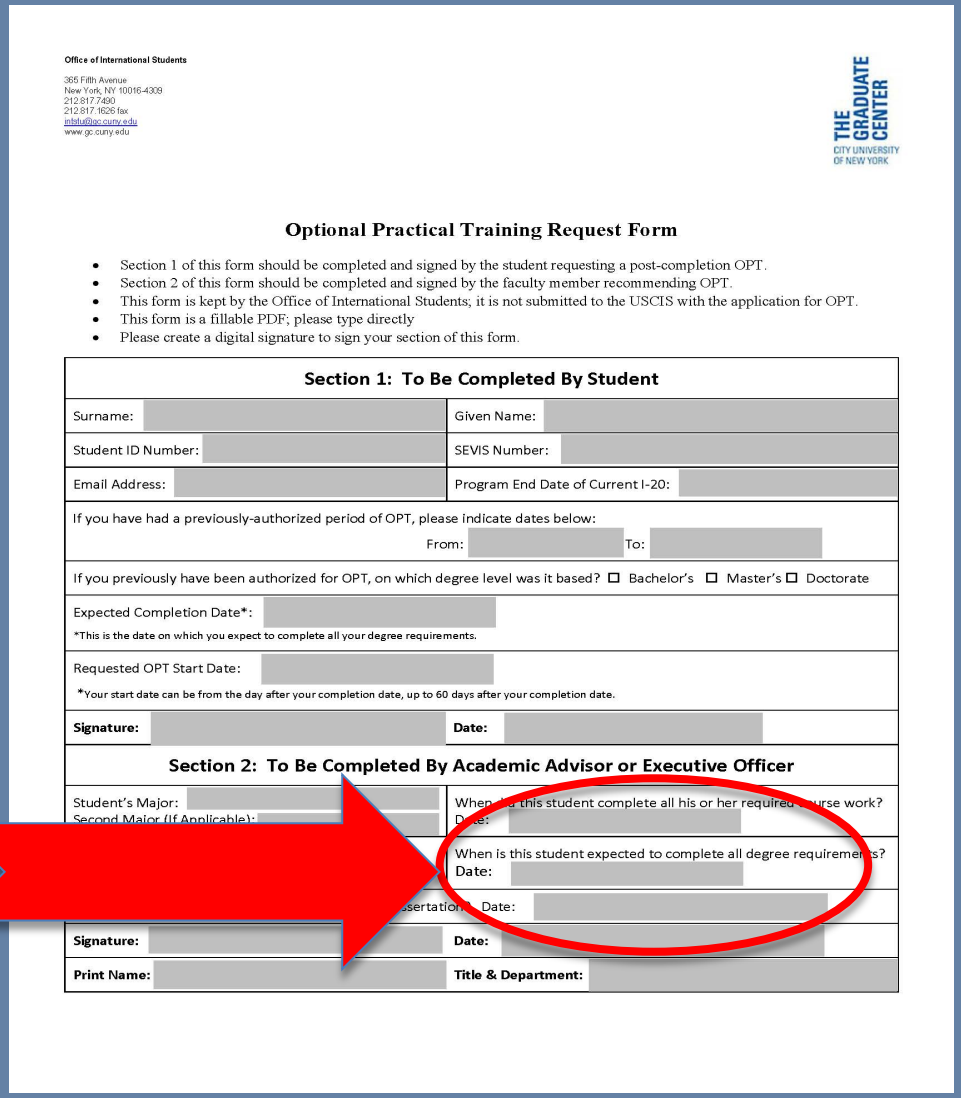
Advisor Enters:

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



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- This form is a fillable PDF; please type directly
- Please create a digital signature to sign your section of this 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:	
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.	
Signature:	**Date:**
Section 2: To Be Completed By Academic Advisor or Executive Officer	
Student's Major: Second Major (If Applicable):	When is this student expected to complete all his or her required course work? Date:
	When is this student expected to complete all degree requirements? Date:
	Dissertation Date:
Signature:	**Date:**
Print Name:	**Title & Department:**

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Office of International Students

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Completing the I-765

Part 1. Reason for Applying

I am applying for (select **only one** box):

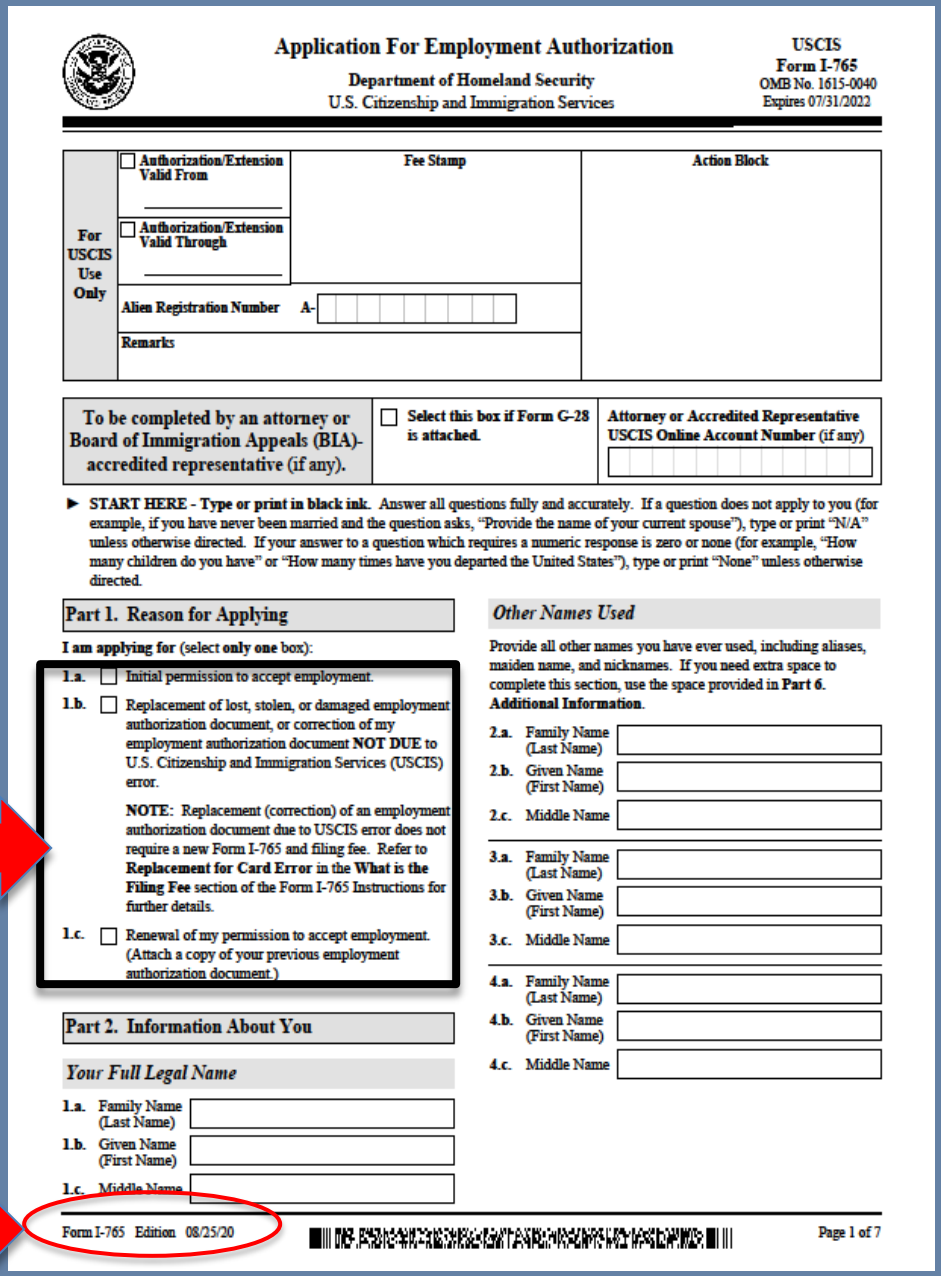
1.a. ☐ Initial permission to accept employment.

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.)

Form I-765 Edition 08/25/20



Application For Employment Authorization

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

USCIS
Form I-765
OMB No. 1615-0040
Expires 07/31/2022

For USCIS Use Only | ☐ Authorization/Extension Valid From ____ | ☐ Authorization/Extension Valid Through ____ | Fee Stamp | Action Block

Alien Registration Number A-

Remarks

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.** Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed.

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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

Form I-765 Edition 08/25/20

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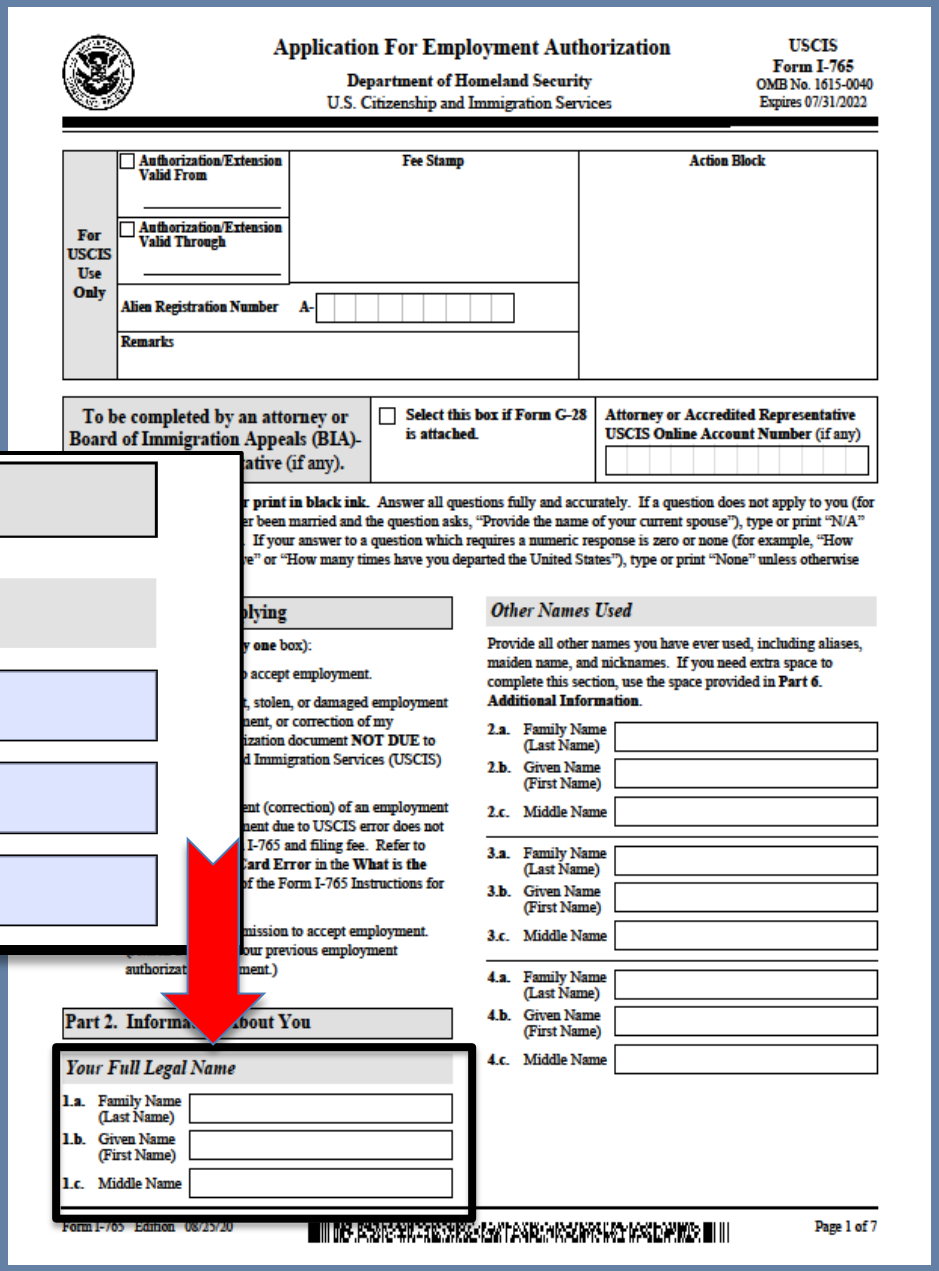

Application For Employment Authorization

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

USCIS
Form I-765
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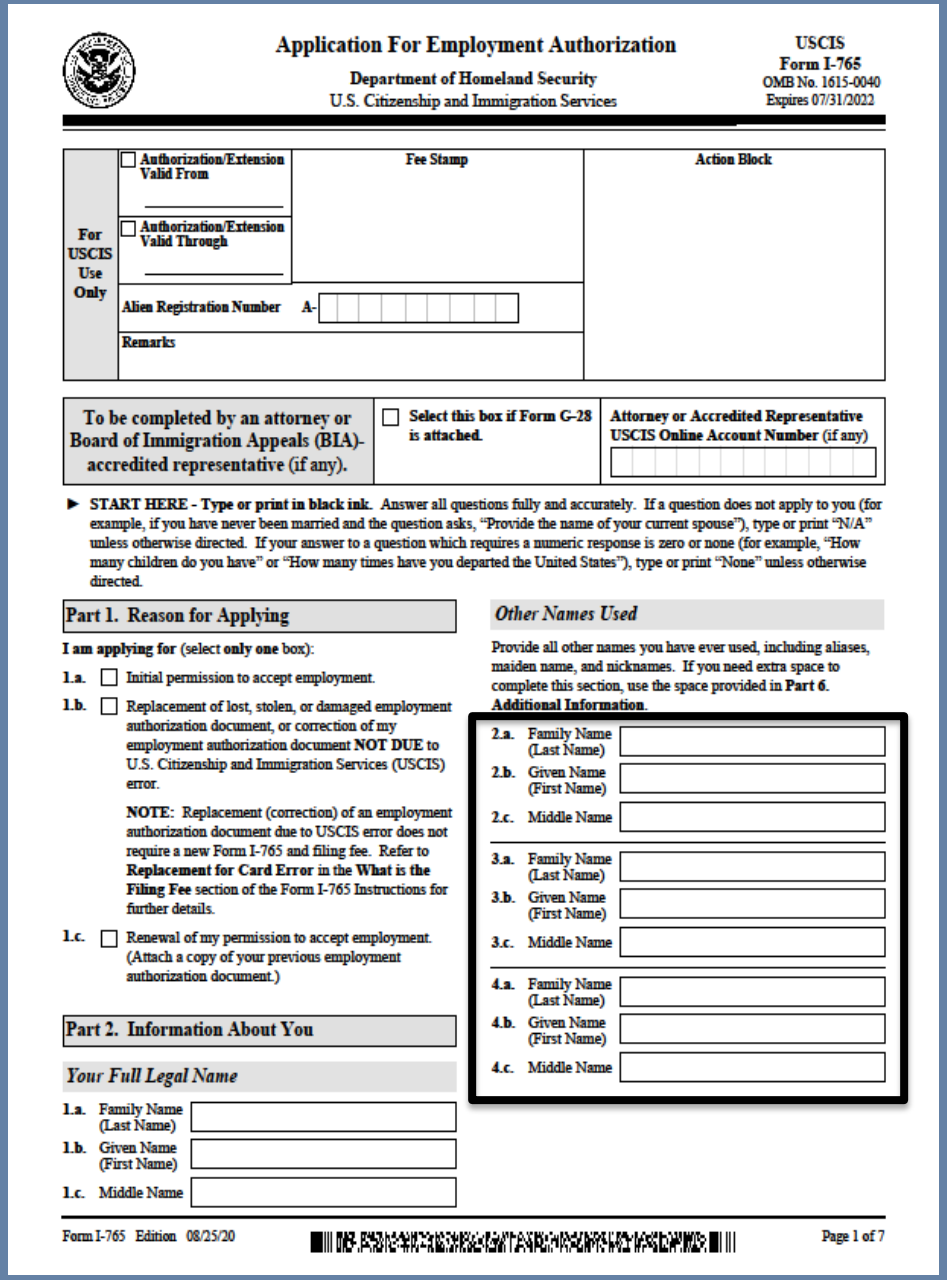

Application For Employment Authorization

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USCIS
Form I-765
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4.b. Given Name (First Name)
4.c. Middle Name

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Part 2. Information About You (continued)

Your U.S. Mailing Address (USPS ZIP Code Lookup)

5.a. In Care Of Name (if any)

5.b. Street Number and Name

5.c. ☐ Apt. ☐ Ste. ☐ Flr.

5.d. City or Town

5.e. State 5.f. 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.b. ☐ Apt. ☐ Ste. ☐ Flr.

7.c. City or Town

7.d. State 7.e. ZIP Code

Other Information

8. **Alien** Registration Number (A-Number) (if any) ▶ **A-**

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

NOTE: If you answered "No" to **Item Number 14.**, skip to **Part 2., Item Number 18.a.** If you answered "Yes" to **Item Number 14.**, you must also answer "Yes" to **Item Number 15.**

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 (Last Name)

16.b. Given Name (First Name)

Mother's Name

Provide your mother's birth name.

17.a. Family Name (Last Name)

17.b. Given Name (First 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

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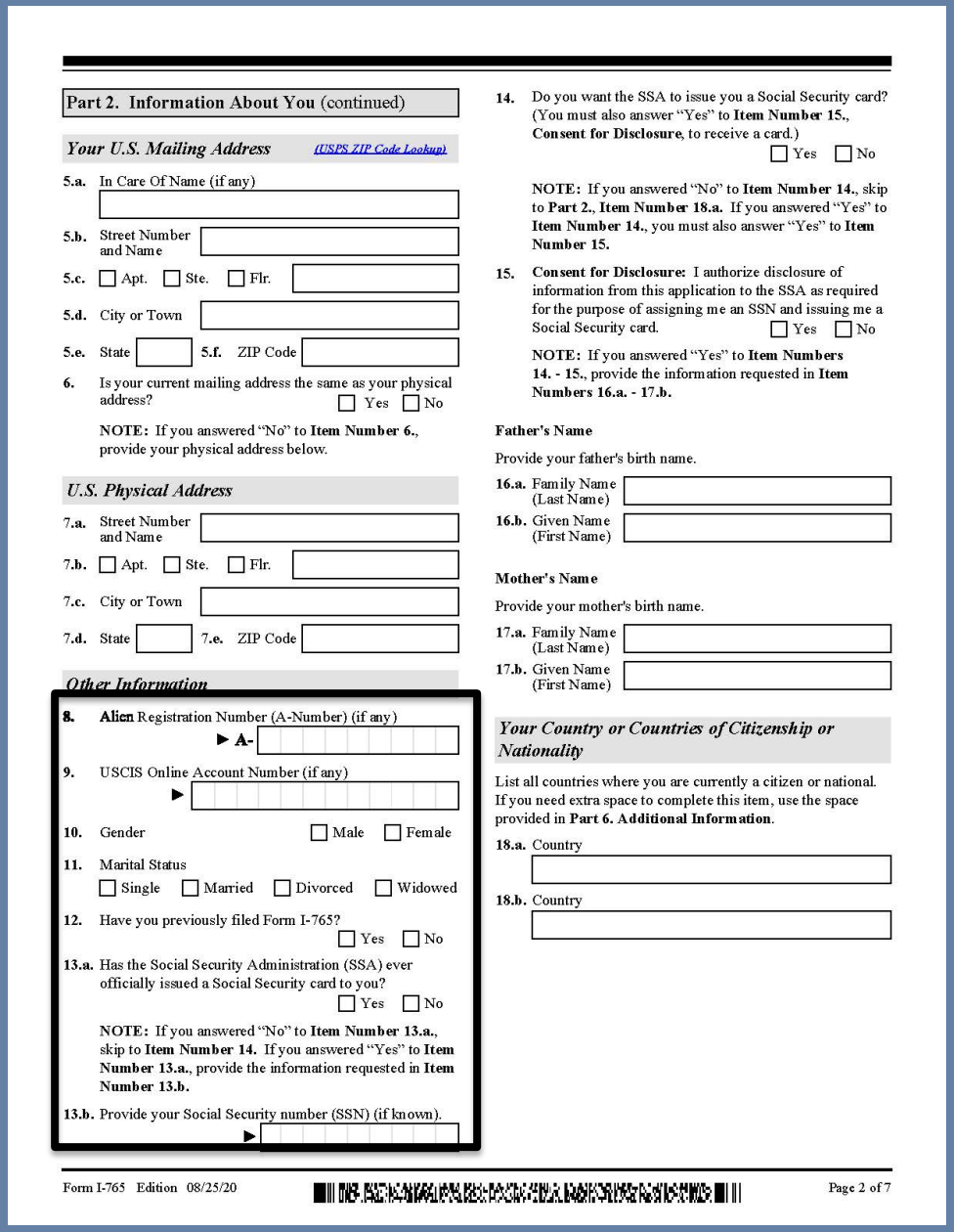

Part 2. Information About You (continued)

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5.c. ☐ Apt. ☐ Ste. ☐ Flr.

5.d. City or Town

5.e. State **5.f.** 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.b. ☐ Apt. ☐ Ste. ☐ Flr.

7.c. City or Town

7.d. State **7.e.** ZIP Code

Other Information

8. **Alien** Registration Number (A-Number) (if any) ▶ **A-**

9. USCIS Online Account Number (if any) ▶

10. Gender ☐ Male ☐ Female

11. Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Widowed

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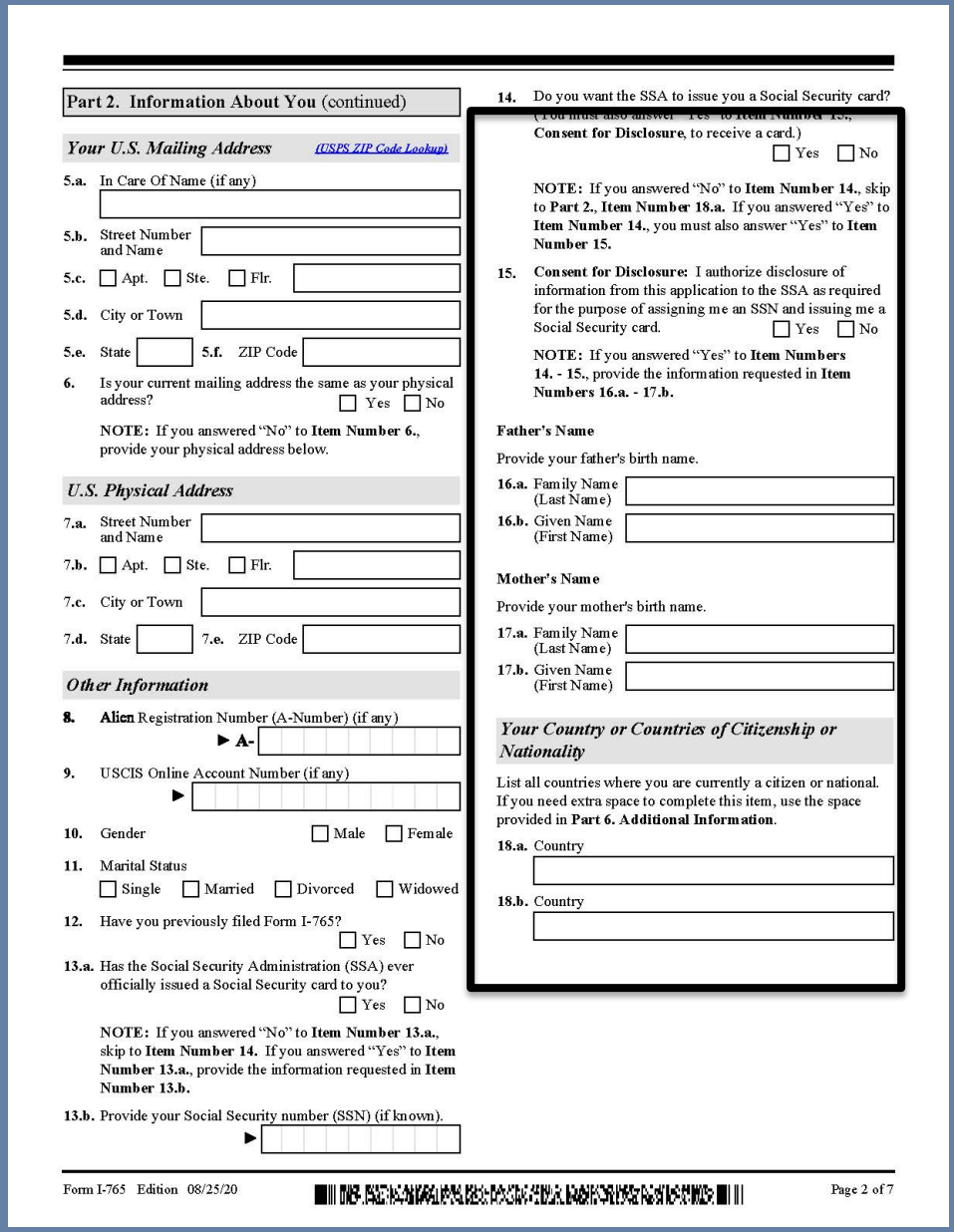

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7.d. State **7.e.** ZIP Code

Other Information

8. **Alien** Registration Number (A-Number) (if any)
▶ **A-**

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

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▶

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18.a. Country

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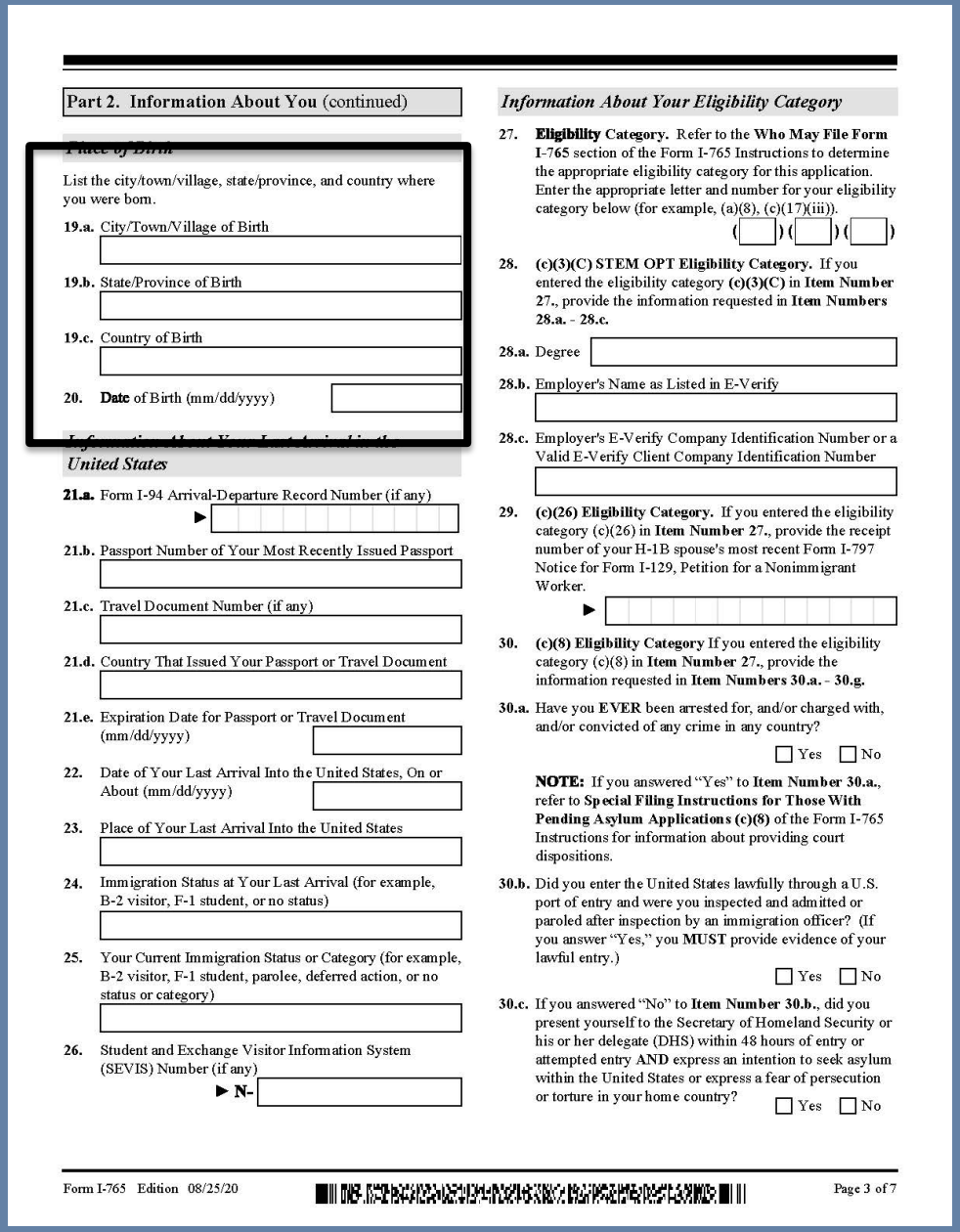

Part 2. Information About You (continued)

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 Into 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)

▶ **N-**

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)(8), (c)(17)(iii)).

( ) ( ) ( )

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.c.**

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

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)(8) Eligibility Category** If you entered the eligibility category (c)(8) in **Item Number 27.**, provide the information requested in **Item Numbers 30.a. - 30.g.**

30.a. Have you **EVER** been arrested for, and/or charged with, and/or convicted of any crime in any country?

☐ Yes ☐ No

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

30.b. Did you enter the United States lawfully through a U.S. port of entry and were you inspected and admitted or paroled after inspection by an immigration officer? (If you answer "Yes," you **MUST** provide evidence of your lawful entry.)

☐ Yes ☐ No

30.c. If you answered "No" to **Item Number 30.b.**, did you present yourself to the Secretary of Homeland Security or his or her delegate (DHS) within 48 hours of entry or attempted entry **AND** express an intention to seek asylum within the United States or express a fear of persecution or torture in your home country?

☐ Yes ☐ No

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www.gc.cuny.edu

Office of International Students

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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)
▶ **N-**

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)(8), (c)(17)(iii)).
( ) ( ) ( )

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.c.**

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

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)(8) Eligibility Category** If you entered the eligibility category (c)(8) in **Item Number 27.**, provide the information requested in **Item Numbers 30.a. - 30.g.**

30.a. Have you **EVER** been arrested for, and/or charged with, and/or convicted of any crime in any country?
☐ Yes ☐ No

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

30.b. Did you enter the United States lawfully through a U.S. port of entry and were you inspected and admitted or paroled after inspection by an immigration officer? (If you answer "Yes," you **MUST** provide evidence of your lawful entry.)
☐ Yes ☐ No

30.c. If you answered "No" to **Item Number 30.b.**, did you present yourself to the Secretary of Homeland Security or his or her delegate (DHS) within 48 hours of entry or attempted entry **AND** express an intention to seek asylum within the United States or express a fear of persecution or torture in your home country?
☐ Yes ☐ No

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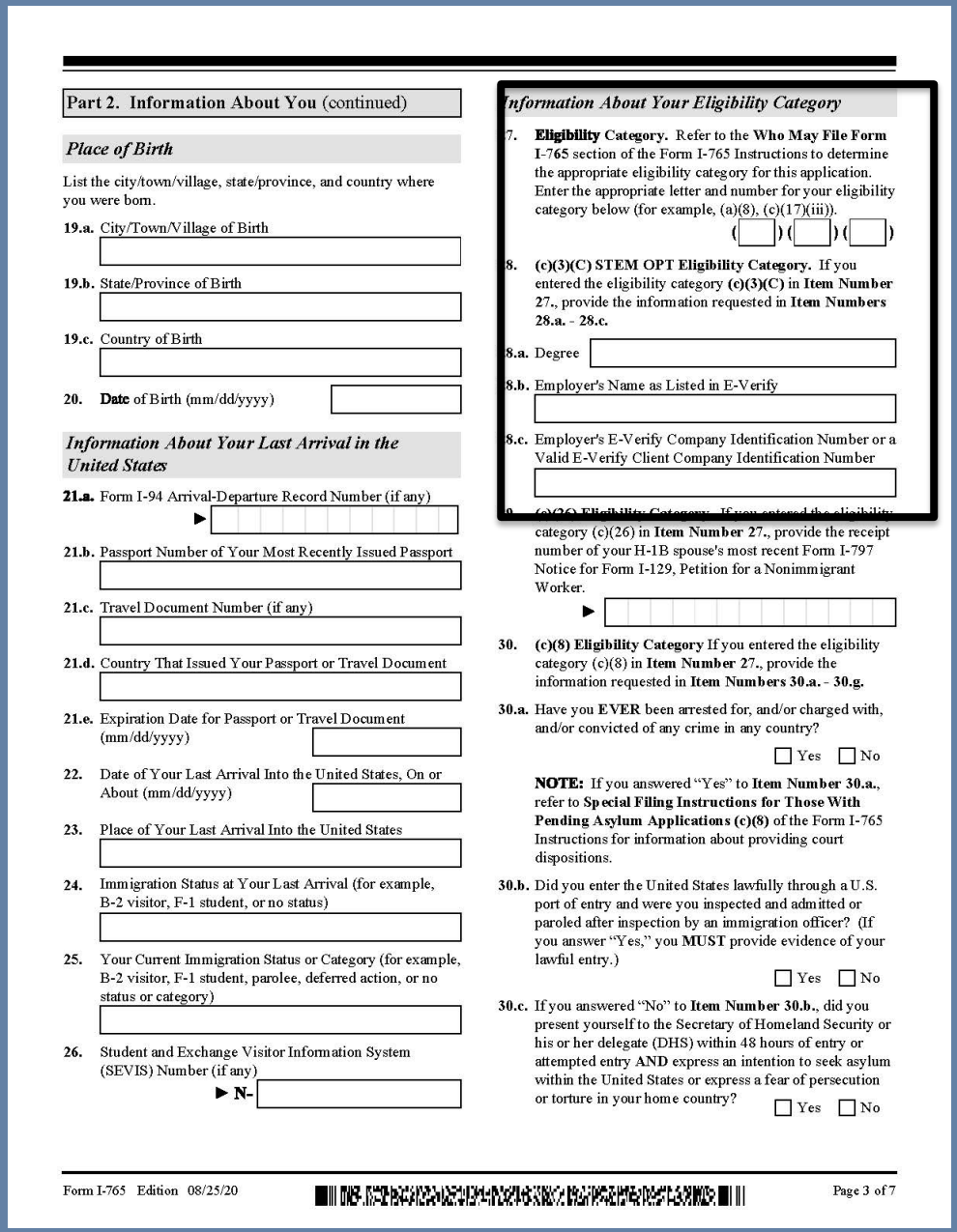

Part 2. Information About You (continued)

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)

► **N-**

Information About Your Eligibility Category

7. **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)(8), (c)(17)(iii)).

( ) ( ) ( )

8. **(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.c.**

8.a. Degree

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

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

9. **(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)(8) Eligibility Category** If you entered the eligibility category (c)(8) in **Item Number 27.**, provide the information requested in **Item Numbers 30.a. - 30.g.**

30.a. Have you **EVER** been arrested for, and/or charged with, and/or convicted of any crime in any country?

☐ Yes ☐ No

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

30.b. Did you enter the United States lawfully through a U.S. port of entry and were you inspected and admitted or paroled after inspection by an immigration officer? (If you answer "Yes," you **MUST** provide evidence of your lawful entry.)

☐ Yes ☐ No

30.c. If you answered "No" to **Item Number 30.b.**, did you present yourself to the Secretary of Homeland Security or his or her delegate (DHS) within 48 hours of entry or attempted entry **AND** express an intention to seek asylum within the United States or express a fear of persecution or torture in your home country?

☐ Yes ☐ No

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

(c)(3)(C) STEM OPT

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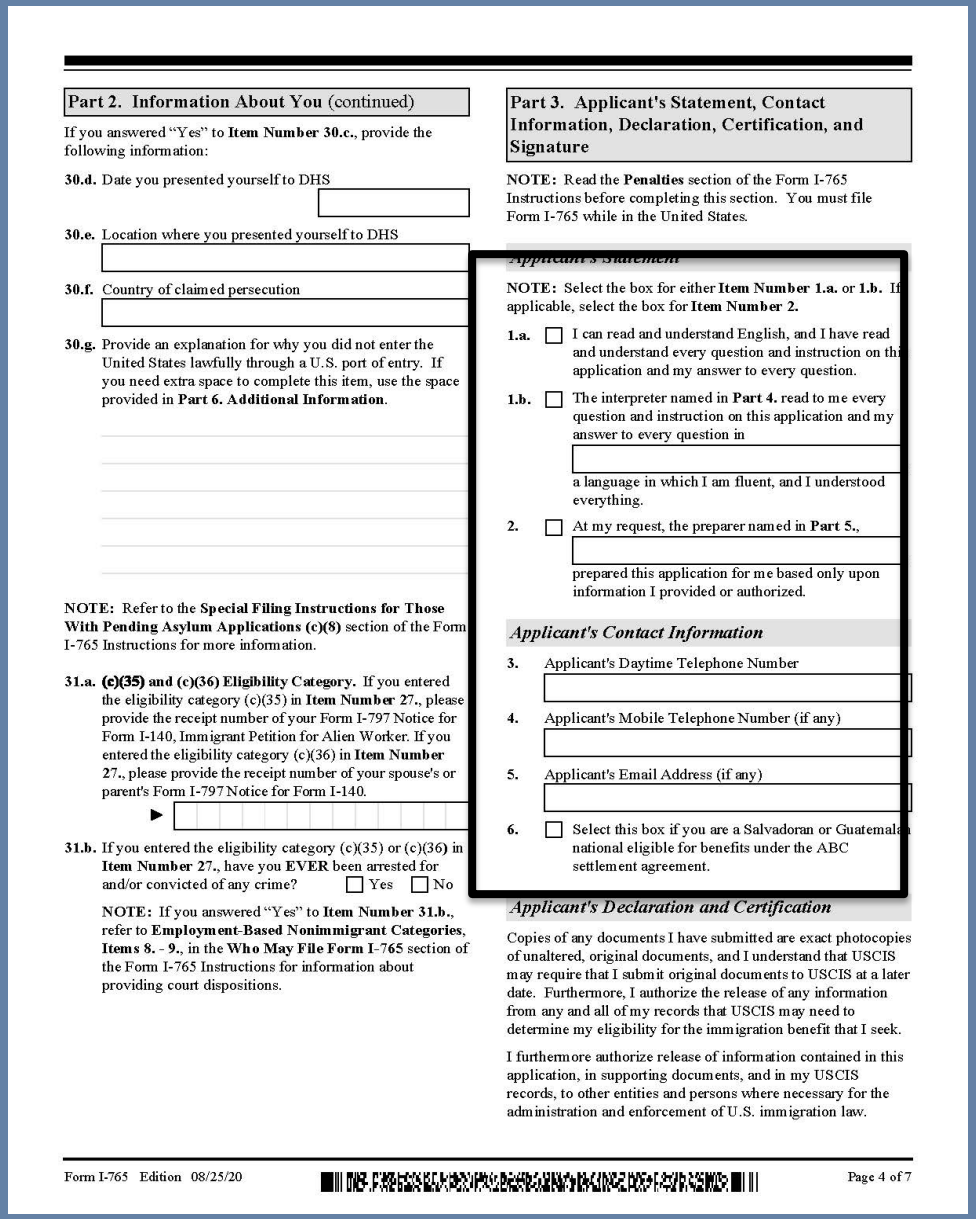

Part 2. Information About You (continued)

If you answered "Yes" to **Item Number 30.c.**, provide the following information:

30.d. Date you presented yourself to DHS

30.e. Location where you presented yourself to DHS

30.f. Country of claimed persecution

30.g. Provide an explanation for why you did not enter the United States lawfully through a U.S. port of entry. If you need extra space to complete this item, use the space provided in **Part 6. Additional Information**.

NOTE: Refer to the **Special Filing Instructions for Those With Pending Asylum Applications (c)(8)** section of the Form I-765 Instructions for more information.

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, Immigrant 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.

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 in 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.

Form I-765 Edition 08/25/20

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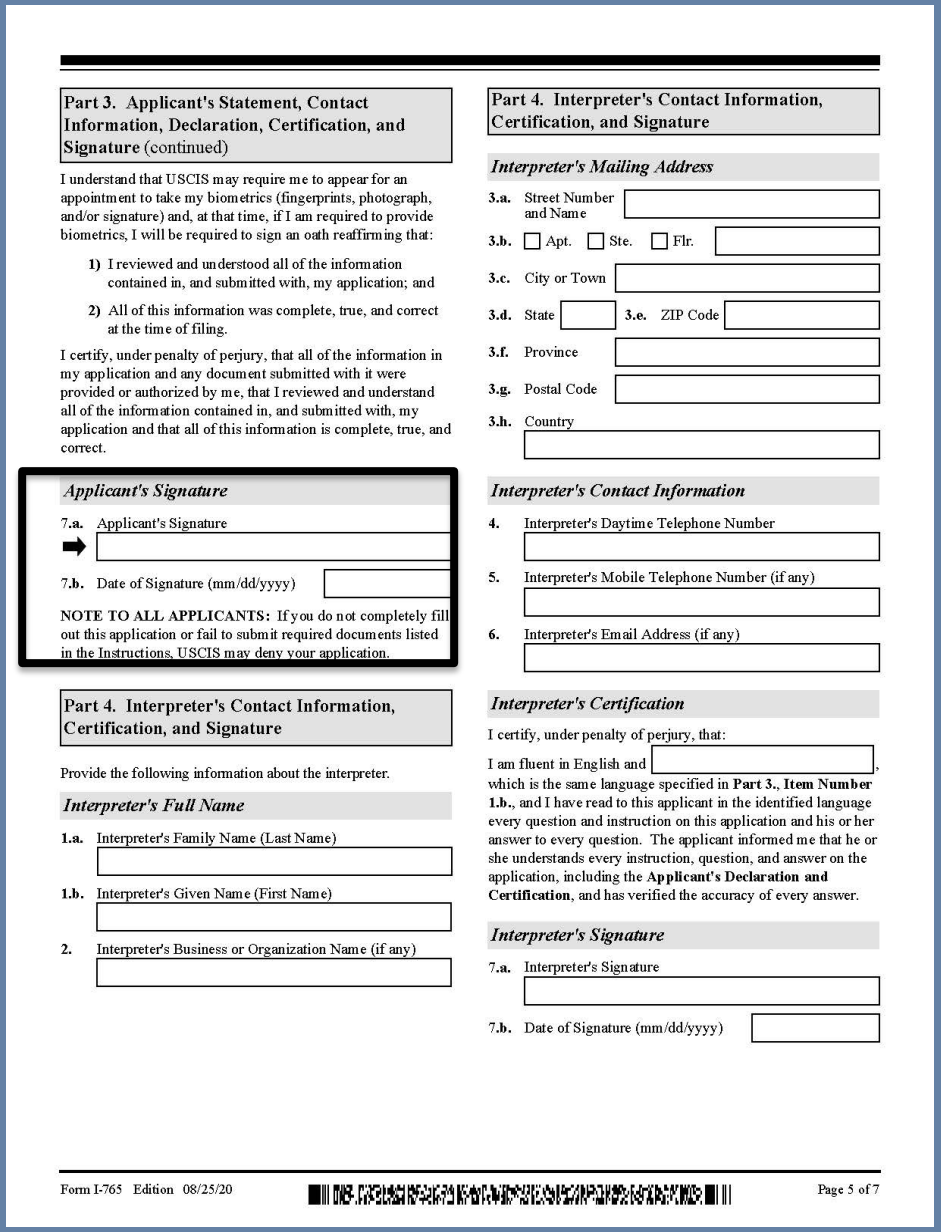

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature (continued)

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)

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

Interpreter's Mailing Address

3.a. Street Number and Name

3.b. ☐ Apt. ☐ Ste. ☐ Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number

5. Interpreter's Mobile Telephone Number (if any)

6. Interpreter's Email Address (if any)

Interpreter's Certification

I certify, under penalty of perjury, that:

I am fluent in English and , which is the same language specified in **Part 3., Item Number 1.b.**, and I have read to this applicant in the identified language every question and instruction on this application and his or her answer to every question. The applicant informed me that he or she understands every instruction, question, and answer on the application, including the **Applicant's Declaration and Certification**, and has verified the accuracy of every answer.

Interpreter's Signature

7.a. Interpreter's Signature

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

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Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant

Provide the following information about the preparer.

Preparer's Full Name

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

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

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

Preparer's Mailing Address

3.a. Street Number and Name

3.b. ☐ Apt. ☐ Ste. ☐ Flr.

3.c. City or Town

3.d. State **3.e.** ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Preparer's Contact Information

4. Preparer's Daytime Telephone Number

5. Preparer's Mobile Telephone Number (if any)

6. Preparer's Email Address (if any)

Preparer's Statement

7.a. ☐ I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.

7.b. ☐ I am an attorney or accredited representative and my representation of the applicant in this case ☐ extends ☐ does not extend beyond the preparation of this application.

NOTE: If you are an attorney or accredited representative, you need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

Preparer's Certification

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the **Applicant's Declaration and Certification**, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

Preparer's Signature

8.a. Preparer's Signature

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

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Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) ▶A-

3.a. Page Number **3.b.** Part Number **3.c.** Item Number

3.d.

4.a. Page Number **4.b.** Part Number **4.c.** Item Number

4.d.

5.a. Page Number **5.b.** Part Number **5.c.** Item Number

5.d.

6.a. Page Number **6.b.** Part Number **6.c.** Item Number

6.d.

7.a. Page Number **7.b.** Part Number **7.c.** Item Number

7.d.

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Filing I-765 OPT Application Online

To apply online, you will need to create an account with USCIS at:
https://myaccount.uscis.gov/users/sign_up

Wait for OPT requested I-20 before you submit the application

Paying for your online application is submitting the application to USCIS. **Please don't pay for/submit your application until an advisor at OIS has reviewed your application and only after receiving and uploading your I-20 with OPT recommendation.**

To work on your application, you will need pdf's of:

Your passport
All previous I-20's
Your I-94
A passport-style photo (jpg/jpeg)
Any previous EAD's
The I-20 with an OPT recommendation (needs to be uploaded prior to submitting application)

You will be filing in category (c)(3)(B). Make sure you file in the correct category. If you file in the wrong category, USCIS has said they will deny the application.

You will be asked a series of questions which mirror the questions and information on the I-765. Once you have answered the questions and provided the information, the system will create a draft electronic I-765. Please download this draft pdf and send a copy to OIS for advisor review.

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Filing I-765 OPT Application Online

File formats and file names are limited in the system. Formats are mostly limited to photo formats and pdf's. Don't try to upload a file that is not in an approved format.

Please upload your passport-style photo.
Please upload your Form I-94.
Please upload all previous I-20's and your current I-20. (These are evidence regarding CPT.)
Please upload your I-20 with the OPT recommendation (after you have printed it out, signed and dated it. Do not digitally sign the I-20.)
Please upload any EAD you may have received in the past.
Please upload a copy of your passport.

Once an advisor at OIS has informed you that we have reviewed the draft electronic I-765 and there are no errors and you have uploaded all requested evidence/supporting materials (including the I-20 with the OPT recommendation), you may pay and submit the application.

In addition to the payment receipt you will receive, you will also receive a Receipt Notice within the communication area of your online account. The Receipt Notice will have the date your application was received by USCIS and assign you a case number beginning with "IOE." Download the pdf of the Receipt Notice for your records and send a copy to the Office of International Students (intstu@gc.cuny.edu).

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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.

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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
[redacted]	[redacted]	F-1
FORM ISSUE REASON CONTINUED ATTENDANCE	LEGACY NAME	ACADEMIC AND LANGUAGE

SCHOOL INFORMATION

SCHOOL NAME	SCHOOL ADDRESS
The City University of New York CUNY Graduate School of Journalism	219 West 40th Street, New York, NY 10018
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Paul Croser International Student Counselor	**SCHOOL CODE AND APPROVAL DATE** NYC214F00812027 27 JANUARY 2003

PROGRAM OF STUDY

EDUCATION LEVEL	MAJOR 1	MAJOR 2
MASTER'S	Digital Communication and Media/Multimedia 09.0702	None 00.0000
PROGRAM ENGLISH PROFICIENCY Required	**ENGLISH PROFICIENCY NOTES** Student is proficient	**EARLIEST A** 16 JULY 20
START OF CLASSES 25 AUGUST 2017	**PROGRAM START/END DATE** 15 AUGUST 2017 - 01 FEBRUARY 2019	

Program End Date (Completion Date)

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OPT Endorsement

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

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	25 FEBRUARY 2018	24 FEBRUARY 2019

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		

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Mailing the OPT Application

USCIS Dallas Lockbox

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

USCIS
Attn: NFB
P.O. Box 660867
Dallas, TX 75266-0867

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

USCIS
Attn: NFB (Box 660867)
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067-8003

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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.

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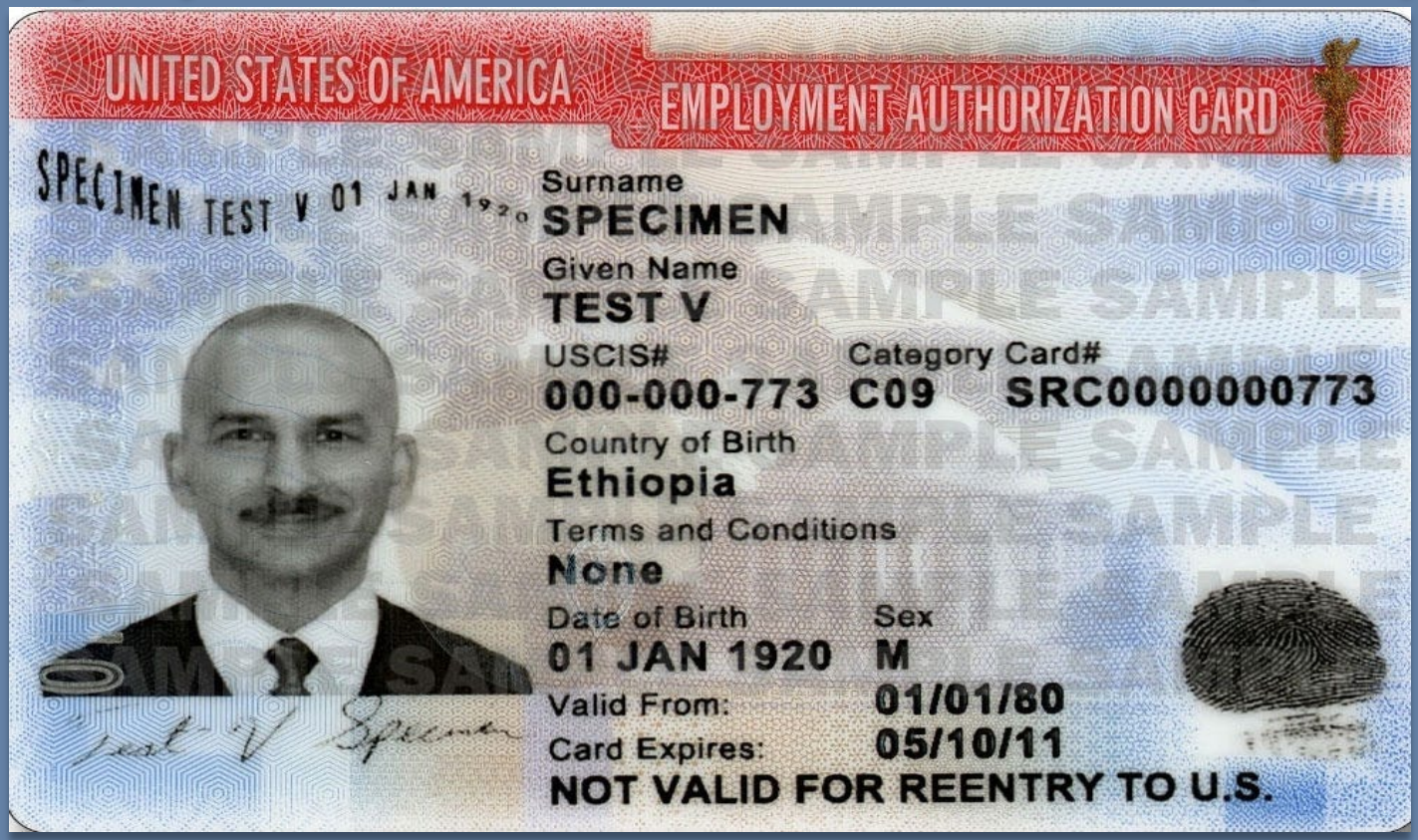
Employment Authorization Document (EAD)



- 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.

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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.)

NOTE: SPECIAL COVID-19 ACCOMMODATIONS:

-Working less than 20 hours are permitted during COVID.

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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.

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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.

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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.

NOTE: SPECIAL COVID-19 ACCOMMODATION: Until 10/31 you may apply 120 days prior to the completion date.

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Links to OPT Handouts and Forms

Optional Practical Training Handout:

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

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

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Questions?

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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.

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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.

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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.

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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.

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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."

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Staffing/Temporary Agencies & Consulting Firms

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).

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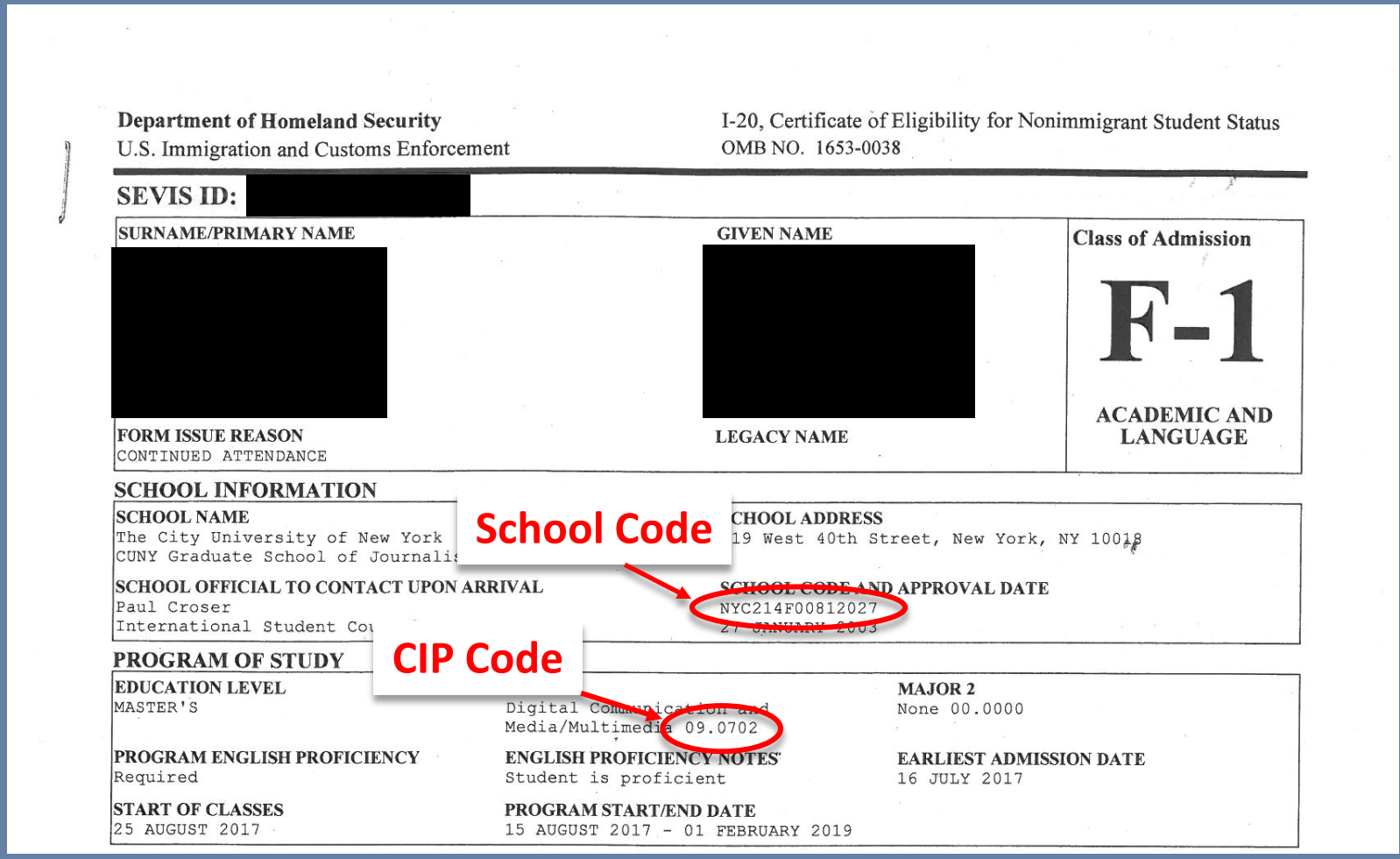
The Form I-20



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
[redacted]	[redacted]	F-1
FORM ISSUE REASON CONTINUED ATTENDANCE	LEGACY NAME	ACADEMIC AND LANGUAGE

SCHOOL INFORMATION

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

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

SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL
Paul Croser
International Student Cou

SCHOOL CODE AND APPROVAL DATE
NYC214F00812027
27 JANUARY 2003

School Code

CIP Code

PROGRAM OF STUDY

EDUCATION LEVEL
MASTER'S

Digital Communication and Media/Multimedia 09.0702

MAJOR 2
None 00.0000

PROGRAM ENGLISH PROFICIENCY
Required

ENGLISH PROFICIENCY NOTES
Student is proficient

EARLIEST ADMISSION DATE
16 JULY 2017

START OF CLASSES
25 AUGUST 2017

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

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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.

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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, valid six months into the future
- Copy of Graduate Center Diploma
- Employment Verification Letter
- Form G-1145, E-Notification of Application

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STEM OPT Endorsement

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

EMPLOYMENT AUTHORIZATIONS

AUTHORIZATION TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	APPROVED	01 AUGUST 2015	31 JULY 2016
STEM OPT	FULL TIME	REQUESTED	01 AUGUST 2016	01 AUGUST 2018

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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.

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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.

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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.

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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:

https://www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf

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

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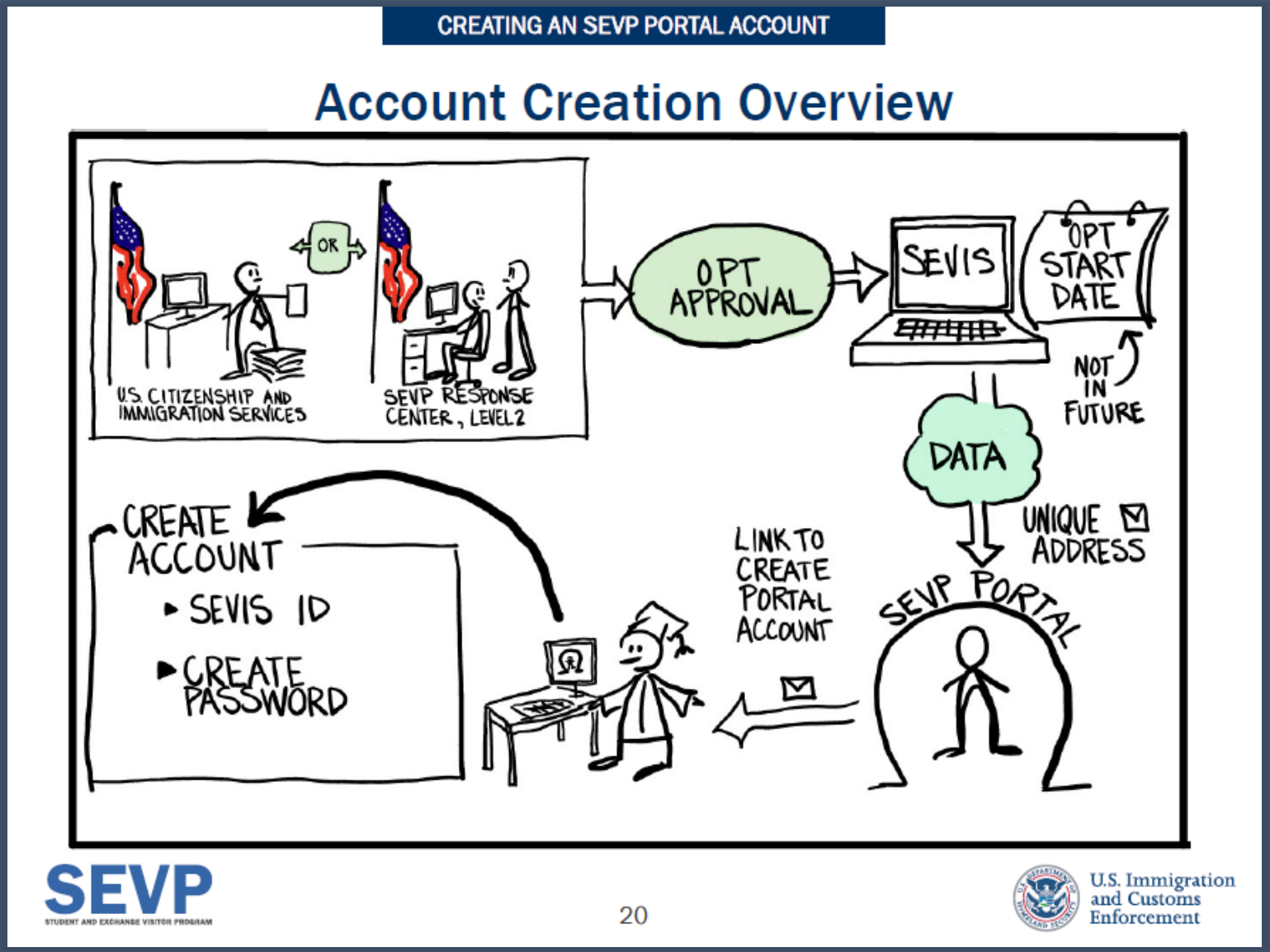
Creating an SEVP OPT Portal Account



Creating an SEVP OPT Portal Account

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CREATING AN SEVP 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

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U.S. Immigration and Customs Enforcement

Creating an SEVP OPT Portal Account

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CREATING AN SEVP 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"

STUDENTS:
Find your SEVIS ID number on the upper left hand corner of the Form I-20

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U.S. Immigration and Customs Enforcement

Beware of Phishing

CREATING AN SEVP PORTAL 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

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Make a Strong Password

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CREATING AN SEVP PORTAL ACCOUNT

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

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SEVP OPT Portal Functionality

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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

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SEVP OPT Portal Functionality

NAVIGATING THE SEVP PORTAL

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

SEVP STUDENT AND EXCHANGE VISITOR PROGRAM

U.S. Immigration and Customs Enforcement

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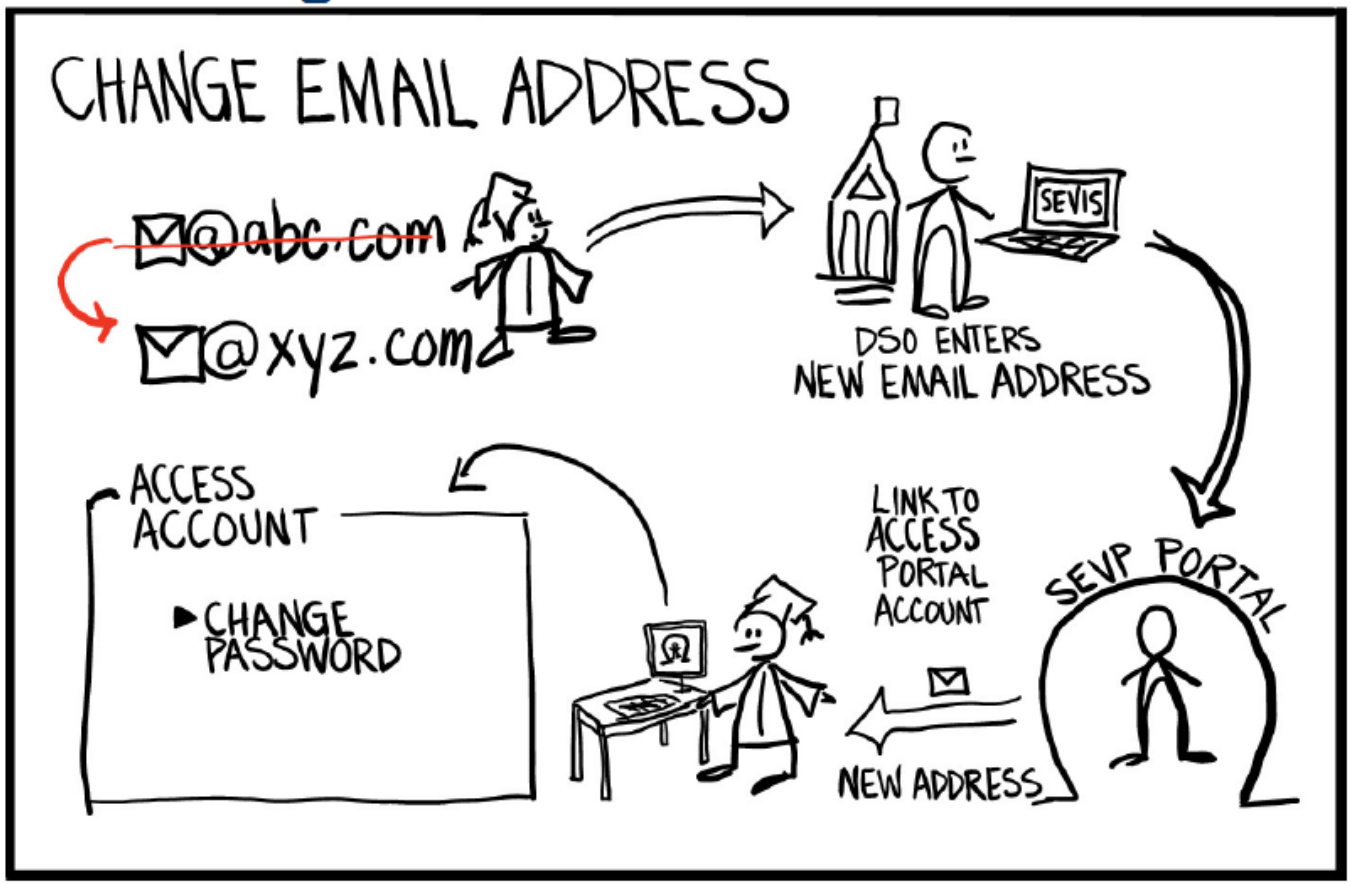
Updating Student Email Addresses

NAVIGATING THE SEVP PORTAL

Changes to Student Email Addresses



SEVP
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Troubleshooting the SEVP OPT Portal

NAVIGATING THE SEVP PORTAL

Troubleshooting the SEVP Portal

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SEVP OPT Portal Help

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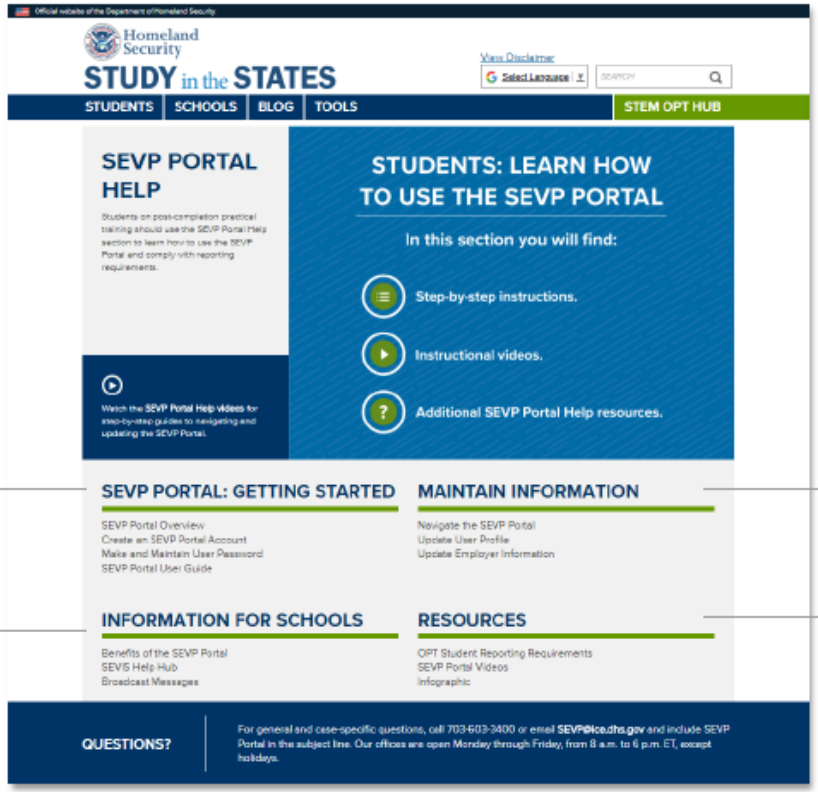
HELPFUL RESOURCES

SEVP Portal Help



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

Resources for DSOs about SEVP Portal interface with SEVIS

Navigate and update information through the SEVP Portal

SEVP Portal videos and infographic for students

StudyintheStates.dhs.gov/SEVP-Portal-Help

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U.S. Immigration and Customs Enforcement

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SEVP Engagement

HELPFUL RESOURCES

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

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Questions?