

# **OPT Online Application Tutorial**

International Student & Scholar Services



### **Your OPT Application**

It is **your responsibility** to understand all the details and requirements of your immigration status.

This PowerPoint presentation is designed to give you some information regarding the process of applying for Optional Practical Training (OPT). This powerpoint should be referenced in conjunction with the OPT Workshop I – The Overview.



### **Your OPT Application**

# Please consider the following when applying for OPT:

Any views or suggestions expressed or contained herein are not the official views of Kent State University or legal advice. This PowerPoint tutorial is an educational benefit provided to you by ISSS, but for more in-depth questions, we recommend consulting an immigration attorney.



### **Overview**

- OPT Application 2 Big Steps
- Pick a Start Date
- Collect Documents
- Request OPT I-20 from ISSS
- Review OPT I-20

- Submit OPT Application to USCIS
- After Submitting Your Application
- Your EAD Card & SEVP Portal
- Authorized Unemployment
- I Didn't Graduate... Now What?



# **Eligibility Review**

### You are eligible for OPT if you have met the following conditions:

Maintained your F-1 status for at least 1 academic year (two academic semesters – Fall & Spring or Spring & Fall)



Are a degree seeking student (Not available for students in Language Training)



Completed ALL required coursework for your program



Completed fewer than 365 days of FULL TIME CPT

You do NOT need a job offer prior to submitting OPT application.



# **Application Timeline Overview**

You have a 150 day window to apply for OPT

As early as 90 days before your Program End Date/Graduation and up to 60 days after





## **Timeline for Each Semester**

\*College of Podiatric will have a different timeline



## **Graduate Students Only!**

- You do not need to graduate in order to apply for OPT
- You can apply for OPT after completing required coursework
  You can apply for OPT while on Dissertation/Thesis
- You should speak with an ISSS advisor for more information
- Be aware -- once your OPT is approved, you will only have until the expiration of your OPT period to remain in the United States



## **OPT Application – There are 2 Big Steps**

You must first request a new I-20 with OPT
 recommendation from ISSS
 1. Pick a Start Date
 2. Collect Documents
 3. Submit OPT I-20 Request
 4. Review OPT I-20



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You must submit your OPT application including your new OPT I-20 to USCIS

1.

- Submit Application to USCIS
- 2. Wait & Wait
- 3. Start Work
- 4. OPT REPORTING



# **Pick a Start Date**



## **Application Step 1 – Selecting a Start Date**

- You will be asked to select a start date for your OPT
- You can pick ANY date in your 60-day grace period following your Graduation/Program End Date





## **Application Step 1 – Selecting a Start Date**



Once you select your OPT start date, it is very difficult to change and impossible to switch once you submit your application to USCIS



If USCIS cannot process your request by the start date, a later date may be issued



Waiting to submit your application later in your grace period may result in less than a full year of OPT



# **Filing Options**



# **2 Options for Submitting Application to USCIS**

### **FILING ONLINE**

Continue reviewing this tutorial if you choose to file online.

We currently recommend this option as it has proven to be faster, and you receive your receipt immediately upon applying.

### YOU MUST REQUEST YOUR <u>I-20 BEFORE YOU SUBMIT</u> YOUR APPLICATION ONLINE

### MAIL APPLICATION

Review the OPT Mail-in Application Tutorial before applying to USCIS. It is listed on the OPT Guide website under the OPT Online Application Tutorial.

YOU MUST REQUEST YOUR I-20 BEFORE YOU MAIL YOUR APPLICATION



# **Gathering Documents**



### **Application Step 1 – Preparing Your Documents**

In order to submit your OPT I-20 Request to ISSS you will need the following documents:

- Copy of Passport page
- Copy of most recent U.S. visa
- Copy of your most recent I-94
- 2 passport photos taken within last 30 days
- Copy of any previous EAD cards



## **Application Step 1 – Getting Your I-94**

Use the link below to get your most recent I-94

https://i94.cbp.dhs.gov/I94/#/home



Please note- Your travel history is not your I-94



We recommend keeping copies of all I-94s



## **Application Step 1 – Passport Photos**

### Passport Photos

- You need 2 photos that are identical
- Photos should be taken within the last 30 days

### Tips

- You can review the Department of State's requirements for passport photos: <u>Photo Requirements</u>
- We recommend having your photo taken at a local CVS, Walgreens, Wal-Mart, etc.



# **Request OPT I-20 from ISSS**



### **Application Step 1 – Request I-20 from ISSS**



You <u>MUST</u> have a new I-20 from ISSS which specifically recommends you for OPT

- To get your I-20, submit the "OPT I-20 Request" Form
- This Form can be found in the Request Center in the
   ISSS Portal
- Please scan all documents into 1 pdf document



### **Application Step 1 – Request I-20 from ISSS**

### After you submit your OPT I-20 Request

- An ISSS advisor will look at your materials
- Allow up to 10 business days for processing your request
- An advisor will send an email to communicate:
  - If more information is required OR
  - When you new I-20 is ready for pick up
- Due to the coronavirus, SEVP has allowed temporary permission to email copies of I-20s. You will receive an email from an ISSS advisor with your I-20 for OPT, any CPT information, and your final instruction sheet.



# **Review OPT I-20**



## **Application Step 1 – Your OPT I-20**

### **CHECK YOUR I-20 & SIGN**

Once you pick up your I-20 from OGE, REVIEW the information for accuracy. On page 2 of the I-20 check the Employment Authorization Box.

- Type = "Post-Completion OPT"
- Full/Part Time = "Full Time"
- Status = "Requested"
- Start Date = Your Requested State Date
- End Date = 1 year after your requested start date

### You are 100% responsible for your OPT application



#### 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:	(F-1)	NAME:						
EMPLOYMENT AUTHORIZATIONS								
AUTHORIZATION TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE				
POST-COMPLETION OPT	FULL TIME	REQUESTED	16 MAY 2016	16 MAY 2017				

#### CHANGE OF STATUS/CAP-GAP EXTENSION

#### AUTHORIZED DROP BELOW FULL COURSE OF STUDY

#### TRAVEL ENDORSEMENT

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

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		x		
		x		
		x		
		x		No di
	1 S			14 - 19

# **Submit OPT Application to USCIS**

# **ONLINE APPLICATION**



## **Application Step 2 – Filing Online**

Please consider the following when completing your application:

Any views or suggestions expressed or contained herein are not the official views of Kent State University or legal advice. This PowerPoint tutorial is an educational benefit provided to you by ISSS, but for more in-depth questions, we recommend consulting an immigration attorney.



## **Application Step 2 – Filing Online**

### **Common Mistakes to AVOID**

- Not including NEW I-20 with OPT Recommendation
- Uploading wrong file types or titles
- Submitting your application with missing information or evidence

You are 100% responsible for your OPT application



## **Application Step 2 – Filing Online**

### **Prepare Your Documents**

The online application provides specific instructions for your documents that addresses file size, type, and name. Be sure to read them very carefully.

- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password protected files
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum file size is 6MB per file

### You are 100% responsible for your OPT application





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### Create Your USCIS Online Account

Fill in your email





U.S. Citizenship and Immigration Services

### Sign Up

Your USCIS account is only for you. Do not create a shared account with family or friends. Individual accounts allow us to best serve you and protect your personal information.

You must provide your email address below if you are the one who is filing a form online, submitting an online request, or tracking a case.

#### Email

Email confirmation

Your email address is used to log in to your USCIS Account, All USCIS email communications will be sent to this address.

#### Sign Up

Already have an account? Sign In

#### Legal

- Department of Homeland Security Consent
- DHS Privacy Notice
- · Paper Reduction Act Burden Disclosure Notice
- Terms of Use



### **Check Your Email**

You'll get a token link from MyAccount@uscis.dhs. gov

Make sure you click on it within 24 hours.

To continue creating your USCIS Account, you must confirm your email address. To confirm your email address, please click on the link below, or copy and paste the entire link into your browser.

https://myaccount.uscis.gov/users/confirmation?

Please note that this confirmation link expires in 24 hours and may require your immediate attention if you wish to access your online account in the future.

If you require additional assistance logging into your account, please contact us at <u>https://www.uscis.gov/about-us/contact-us</u>.

#### PLEASE DO NOT REPLY TO THIS MESSAGE









Sign Out

### Choose Verify Method

Email is recommended

We do not recommend choosing SMS Text if:

- You plan to travel during OPT process or OPT
- OR if you only have a non-U.S. phone number







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### Select the Form I-765

Be sure to read through all materials before progressing through each part of the application

#### $\leftrightarrow$ $\rightarrow$ C $\hat{\mathbf{e}}$ my.uscis.gov/account/onboarding/filing/new

#### File a Form

Once you start your form, we will automatically save your information for 30 days, or from the last time you worked on the form.

Select the form you want to file online.

Application to Replace Permanent Resident Card (I-90)

 Request for a Hearing on a Decision in Naturalization Proceedings (N-336)

Application for Naturalization (N-400)

 Application for Replacement Naturalization/Citizenship Document (N-565)

Application for Certificate of Citizenship (N-600)

 Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)

Application for Employment Authorization (I-765) Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

Pre-completion OPT - (c)(3)(A) eligibility category;

For all outer eligibility categories, you must submit a paper For

- Post-completion OPT (c)(3)(B) eligibility category; or
- a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category,

Petition for Alien Relative (I-130)

Application To Extend/Change Nonimmigrant Status (I-539)

#### I-765, Application For Employment Authorization

Certain foreign nationals who are in the United States may file Form I-765, Application for Employment Authorization, to request employment authorization and an Employment Authorization Document (EAD). Other foreign nationals whose immigration status authorizes them to work in the United States without restrictions may also use Form I-765 to apply for an EAD that shows such authorization.

Foreign nationals may also apply for a Social Security number and card on Form I-765.

If you are a lawful permanent resident, a conditional permanent resident, or a nonimmigrant only authorized for employment with a specific employer under 8 CFR 274a.12(b), do not use Form I-765.

Learn more about employment authorization.



#### Eligibility

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Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

- Pre-completion OPT (c)(3)(A) eligibility category;
- · Post-completion OPT (c)(3)(B) eligibility category; or
- a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

For all other eligibility categories, you must submit a paper Form I-765

including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application or petition. After USCIS receives your application and ensures it is complete, we will inform you in writing if you need to attend a biometric services appointment.

#### After You Submit Your Application

#### Track your case online

After you submit your form, you can track its status through your USCIS account. Sign in to your account often to check your case status and read any important messages from USCIS.

#### Respond to requests for information

If we need more information from you, we will send you a Request for Evidence (RFE) or Request for Information (RFI). You can respond to our request and upload your documents through your USCIS account.

#### Receive your decision

The decision on Form I-765 involves a determination of whether you have established eligibility for the immigration benefit you are seeking, USCIS will notify you of the decision in writing. If your application is approved, we will either mail your FAD to you or we may require you to visit your local USCIS office to pick it up.

Next
#### **Auto Save**

Your application will auto save a draft as you go through.

The draft will delete if you don't make an update within 30 days.

Paperwork Reduction Act Be sure to read this section.

#### Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 4 hours per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. The collection of biometrics is estimated to require 1 hour and 10 minutes. The public reporting burden for the collection of information for Form I-765WS is estimated at 30 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the required documentation and information, completing the application. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Citizenship and Immigration Services Office of Policy and Strategy, Regulatory Coordination Division 5900 Capital Gateway Drive, Mail Stop #2140 Camp Springs, MD 20588-0009

#### Do not mail your completed I-765 application to this address.

OMB No. 1615-0040 Expires: 07/31/2022

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#### Security Reminder

If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

KENT STATE

Start

## Post Completion OPT – (c)(3)(B)



## Post Completion OPT – (c)(3)(B)



Most students will select "No"

If you have an immigration attorney that is assisting you with your OPT application, select "Yes"



#### **About You**

Use name exactly as it appears on your Passport.

Be sure to include FULL **GIVEN NAME (include** middle name if it shows as part of your Given Name on your passport)

	P Sumame	Country Code IND	Passport No. F7823033	Family Name	
	Given Names	P. <u>22.</u>		Given Names	
6.6	Nationality	Sex F	Date of Birth 01/11/1973	orten ritanes	
	Place of Birth MANGALORE Place of Issue	KARNATAKA			
lu	MUMBAI Date of Issue 02/05/2008		Date of Expiry 02/05/2017		
P <inddehdh F7823033<din< td=""><td>IA&lt;<bhavika j<br="">ID7301171F160</bhavika></td><td>TEN&lt;&lt;&lt;&lt;&lt;&lt;&lt;&lt;</td><td></td><td>I-765, Application for Employment Authoriza</td><td>ation</td></din<></inddehdh 	IA< <bhavika j<br="">ID7301171F160</bhavika>	TEN<<<<<<<<		I-765, Application for Employment Authoriza	ation
Family Na	ame Given Na	mes		Getting Started	
				About You	
				Your name	
				Your contact information	
				Describe yourself	
				When and where you were	t poru
				Your immigration informa	tion
Most s	tudent	s will se	elect	Other information	
NO				Evidence	

If your name appears differently on your visa, SSN Card, or other legal documents, select "Yes"

# information rself ere you were born tion information ation Additional Information **Review and Submit**

~

#### What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name)	Middle name
First Name	
Family name (last name)	

#### Famil

LAST NAME

#### Have you used any other names since birth?

Other names used may include nicknames, aliases and maiden names.



### **Contact Info**

If you don't have a U.S. phone number, leave telephone number blank.

The U.S. mailing address you provide is where your EAD card will be sent. Please carefully consider which mailing address you will use.

Do **NOT** use the OGE mailing address.

		How may we	e contact you	?	
Getting Started	~	Daytime telephor	e number		
About You	~				
Your name		Mobile telephone	number (if any)		
Your contact information		This is the sar	ne as my daytime t	elephone	number.
Describe yourself					
When and where you were	born				
Your immigration informati	on	Email address			
Other information					
vidence	*				
dditional Information	~				
Review and Submit 🗸 🗸		What is your	current U.S.	mailin	g address?
		We will use your or application proces provide a complet only.	rrrent mailing addr s. We may not be a e and valld address	ess to cont ble to cont . Please pr	act you throughout the act you if you do not ovide a U.S. address
		in care of name (i	f any)		
		Address line 1			
		Street number and	name		
		Address une z			
		Apartment, suite, s	unit, or floor		
		City or town	State		ZIP code
		ls your curre	nt mailing ad	dress	the same as
		your physics	address?		
		O Yes			
		O No			
		100			1000
		Back			Next

#### What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

#### In care of name (if any)

UIW Internation	al Office	
Address line 1		
4301 BROADWAY	1	
Street number and nar	ne	
Address line 2		
CPO 31		
Apartment, suite, unit,	or floor	
City or town	State	ZIP code
SAN ANTONIO	Texas	• 78209-6318
ls your current your physical a	mailing addre ddress?	ss the same as
O Yes Sol	ect annr	onriate an



## **About You** Continued

Remember U.S. Date Formatting Month/Day/Year

I-765, Application for Employment Authoriza	ion	
Getting Started	What is your gender?	
About You Your name	<ul> <li>Male</li> <li>Female</li> </ul>	I-765, Emplo
Your contact information Describe yourself		Getti
When and where you were	What is your marital status?	Abor Yo
Tour immigration information	n Single O Married	Yo
Evidence Additional Information Review and Submit	Divorced     Widowed	With Boo
	Back Next	Ci Evid
		Revi

ployment Authorizat	ion	What is your city, town, or village of birth?
Setting Started	~	, , , , , ,
bout You Your name	^	
Your contact information Describe yourself When and where you were born		What is your state or province of birth?
Your immigration information	n	
Vidence idditional Information leview and Submit	• • •	What is your country of birth?
		What is your date of birth?
		MM/DD/YYYY
		Back Next

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3/16/2022

## **About You** Continued

For questions about your most recent arrival into the U.S., refer to your I-94 and Travel History section on the I-94 website https://i94.cbp.dhs.gov/I94

		- I	recently issued passport?
I-765, Application for Employment Authorization			
Getting Started 🗸	What is your country of citizenship or nationality? List all countries where you are currently a citizen or national.		
About You A Your name Your contact information Describe yourself	+ Add country		What is your travel document number (if any)?
When and where you were born Your immigration information Other information	country, click "Add Country"		What is the expiration date of your passport or travel document?
Evidence v Additional Information v Review and Submit v	What is your Form I-94 Arrival-Departure Record Number (if any)?		MM/DD/YYYY
			What country issued your passport or travel document?
	When did you last arrive in the United States? List your arrival date, place of arrival, and status at arrival.		
	Date of arrival MM/DD/YYYY		What is your current immigration status or category?
	Place of arrival		•
	Status at last arrival		
	F1 - F1 - Student, Academic Or Language Program. 🔹		What is your Student and Exchange Visitor Information System (SEVIS) Number (If any)? Use the "Additional information" section to include all previously used Millionambers.
	Select F-1 unless you have completed a Form I-539 Change		No
	of Status with USCIS since your last entry		Teck Seal

What is the passport number of your most

ΓF ΤΥ





Upload all required documents. Pay attention to type, size, and naming requirements.

We recommend that you consider using a high-quality scanner. Do not take pictures of your documents for your application.



Getting Started

About You

Evidence

Form I-94

Document

Form I-20

Additional Information

Review and Submit

OPT

2 x 2 photo of you

and Immigration

#### I-765, Application for Employment Authorization 2 X 2 Photo Of You Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo. Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs. If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use to the Department of State's photo composition tools. Please note that we cannot approve your application without your photos. Employment Authorization File requirements Previously authorized CPT or · Clear and readable · Accepted file formats: JPG, JPEG, or PNG · No encrypted or password-protected files · If your documents are in a foreign language, upload a full English translation V and the translator's certification with each original document. · Accepted characters: English letters, numbers, spaces, periods, hyphens, ~ underscores, and parentheses · Maximum size: 6MB per file Choose or drop files here to upload Back Next

My Account -

Res

#### I-765, Application for **Employment Authorization** Getting Started ~ About You $\mathbf{v}$ Evidence ^ 2 x 2 photo of you Form I-94 **Employment Authorization** Document Previously authorized CPT or OPT Form I-20 Additional Information -Review and Submit v

#### I-94, Arrival And Departure Record

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back); - A printout of your electronic Form I-94 ; or - Your passport or other travel document.
- If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the CBP website to obtain a paper version of an electronic Form 1-94, CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.

If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing Form I-102. Application for Replacement/Initial Nonimmigrant Arrival-Departure Record, with USCIS. USCIS does charge a fee for this service.

#### File requirements

- · Clear and readable
- · Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- · No encrypted or password-protected files
- · If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- · Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- · Maximum size: 6MB per file

Choose or drop files here to upload

Back

Upload your passport in this section





Upload proof of previously authorized CPT. If you had CPT at Kent State, you will receive a copy of the evidence along with your OPT I-20.

If you had CPT under a <u>different</u> SEVIS number, you will need to upload copies of the I-20s that authorized the CPT.

Getting Started Choose   About You Clear and readable   Sx 2 photo of you Clear and readable   Sx 2 photo of you Clear and readable   Born 1-94 Clear and readable   Document Vigour documents :: PG, PEG, PDF, TIF, or TIFF   Document Vigour documents :: PG, PEG, PDF, TIF, or TIFF   Previously authorized CPT or OPT and the academic level   Additional Information Clear and readable   Additional Information Choose or drop files here to upload   Review and Submit Dack	765, Application for mployment Authoriza	tion		
Getting Started Lipload exidence of any previously authorized CPT or OPT and the academic level at which it was authorized.   About You Lipload exidence of any previously authorized CPT or OPT and the academic level at which it was authorized.   Evidence A   2 x 2 photo of you - Cear and readable   Porn 1-94 - No encrypted or password protected files   Document - No encrypted or password protected files   Document - Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses   Previously authorized CPT or OPT and the academic level   Additional Information •   Review and Submit •     Back Next			Previously Authorized CPT Or OPT	
Evidence Clear and readable   2 x 2 photo of you   Form I-94   Employment Authorization   Document   Previously authorized CPT or OPT   Form I-20   Additional information   Additional information   Review and Submit   Back Next	Getting Started About You	č	Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.	
Evidence Clear and readable   2 x 2 photo of you Accepted file formats: JPG, JPEG, PDF, TF, or TFF   Porm I-94 No encrypted or password-protected files   Employment Authorization If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.   Document Accepted CPT or OPT   Form I-20 Choose or drop files here to upload   Additional information Choose or drop files here to upload   Back Next			File requirements	
<ul> <li>Accepted file formats: JPG, JPEG, PDF, TiF, or TIFF</li> <li>No encrypted or password-protected files</li> <li>Hyour documents are in a foreign language, upload a full English translation and the translator's certification with each original document.</li> <li>Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses</li> <li>Maximum size: GMB per file</li> <li>Choose or drop files here to upload</li> <li>Mext</li> </ul>	Evidence	^	Clear and readable	
Form I-94   Employment Authorization   Document   Previously authorized CPT or OPT   Form I-20   Additional Information   Additional Submit   Choose or drop files here to upload     Back      Next	2 x 2 photo of you		Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF     No encrypted or password-protected files	
Employment Authorization   Document   Previously authorized CPT or OPT Form 1-20 Additional Information   Review and Submit   Back   Next	Form I-94		<ul> <li>If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.</li> </ul>	
<ul> <li>Previously authorized CPT or OPT</li> <li>Form 1-20</li> <li>Additional information</li> <li>Review and Submit</li> <li>Back</li> </ul> Next	Employment Authorization Document	i	<ul> <li>Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses</li> </ul>	
Form I-20  Additional Information Review and Submit Back Next	Previously authorized CPT OPT	Tor	Maximum size: 6MB per file	
Additional Information  Review and Submit Back Next	Form I-20		<b>Choose</b> or drop files here to upload	
Back Next	Additional Information Review and Submit	č		
			Back	

If you were previously authorized for OPT, upload a copy of the previous EAD card(s).



Upload a copy of your <u>NEW I-20 WITH OPT</u> <u>RECOMMENDATION</u>

Be sure to PHYSICALLY SIGN and DATE Page 1 of your I-20.

This will require you to print your I-20, sign it, and re-scan it.





Provide any additional information that might be necessary. Once you submit your application, you will also be able to upload any additional supporting evidence.

Most students will not have additional information.

I-765, Application for Employment Authorizat	ion	Additional Information
Getting Started About You Evidence	* * *	If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing. If you do not need to provide any additional information, you may leave this section blank.
Additional Information Additional information	^	+ Add a response
Review and Submit	*	Dack Next



### **Review Application**

Be sure to carefully review your application. You will not be able to edit your application once you make your payment.



Official website of the Department of Homeland Security Here's how you know.



#### Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

#### Your fee

#### Your form filing fee is: \$410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.



## **Alerts & Warnings**

# Address any errors you encounter

#### Alerts and warnings

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

There are e information Edit my res	rrors in About You: Your contact n sponses
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Official website of the Department	of Homeland Sec	curity <u>Here's how you know</u> Y
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UNIVERSITY

## Application Summary

You will be able to see a summary of your application

U.S. Citizens and Immigr Services	hip ation		My Account 🔹 Resources 👻 Sign Out	
I-765, Application for Employment Authoriza	ation	Review the I-765 form information	D. Print	
Getting Started	~	Here is a summary of all the information you provi	ded in your application	
octang banco		Here is a summary of all the information you provi	aed in your application.	
About You Evidence	~	Make sure you have provided responses for everyt application. You can edit your responses by going navigation.	ning that applies to you before you submit your to each application section using the site	
Additional Information	~			
T		We also prepared a draft case snapshot with your r	esponses, which you can download below.	
Review and Submit	^	View draft snapshot		
Review your application				
Your application summa	ry	Getting Started		
Your statement		Basis of eligibility		
		What is your eligibility category?	c(3)(B) Student Post-Completion OPT	
		What is your degree?	ф.	
		What is your employer's name as listed in E-Verify?	-	
		What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?	~	
		Reason for applying		
		What is your reason for applying?	Initial permission to accept employment	
		Have you previously filed Form I-765?	No	



## Applicant's Statement

Agree to the statement





### **Your Signature**



I have read and agree to the applicant's statement Applicant's signature You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application. Back Next



## Pay & Submit Application

Please note that filing fees are subject to change. You will be prompted to pay the correct amount before submitting your application.



Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

Pay and submit

You will be redirected to pay.gov to enter your payment method.



#### Confirmation

You will receive confirmation your form was submitted.

Go to My Cases to see your case card and receipt notice.

All notices are posted to your account. Notices are also mailed to the mailing address on file.



# After Submitting Your Application .... waiting



# **Understanding USCIS & Processing Times**



The "Receipt Notice" is proof that you have a pending OPT application. A paper copy will be mailed to the mailing address you provided in your application.

#### **KEEP THIS DOCUMENT**

You can log back into USCIS to track the status of your application.



There is no process in place to have your application expedited.

received your application. However, processing times can be longer.

After 90 days, you may call USCIS to check on your application. Be prepared to provide your receipt number. You may also email <u>isss@kent.edu</u> for assistance.

USCIS may take around 60 days to process your application from the date they



# **Understanding USCIS & Processing Times**



#### TRAVELLING WITH PENDING OPT APPLICATION

**BEFORE YOUR PROGRAM END DATE** – When your OPT application is pending (meaning you have mailed your application but have not received your card), you may travel outside the U.S. and you may return <u>BEFORE</u> the program end date on your I-20.

**AFTER YOUR PROGRAM END DATE** – When your OPT application is pending (meaning you have mailed your application but have not received your card), and your program end date on your I-20 has occurred, we do **NOT** recommend that you travel outside the U.S.

For more Travel Recommendations consider <u>Fragomen's Tips for Students on OPT/H-1B</u>



#### TRAVELLING AFTER YOU HAVE RECEIVED YOUR OPT CARD

After your OPT has been approved **AND** you have begun working you will need the following with you to re-enter the U.S.

 Valid Passport, Valid Visa, I-20 with travel signature (valid for 6 months on OPT), EAD Card, Offer Letter from Employer, Any recent pay stubs (optional)



# **Understanding USCIS & Processing Times**

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What happens if my application is still pending and I am approaching the end of my 60-day grace period?

You have legal permission to remain in the U.S. past your 60-day grace period while your application is pending.

For your records, keep a copy of your application materials, keep a copy of your tracking information on your application, and keep track of your I-797 Receipt Notification. These items will help prove that you have a pending application should anyone ask for it.



# Your EAD Card & SEVP Portal



# Your EAD Card

## Employment Authorization Document (EAD)

This will be mailed to the address on your I-765

The EAD card is your proof of work authorization.

- 1. Be sure to check the start date as it is listed on your card. This is your official OPT start date.
- You may <u>NOT</u> begin working until you have received your card AND the start date has arrived or passed
- 3. You may interview, accept a position, and complete any paperwork before your start date, but you may not actually report to work or training until you have the EAD card.

## DO NOT START WORKING UNTIL YOU HAVE YOUR EAD CARD AND THE START DATE HAS OCCURRED.



# **Your SEVP Portal**

### **SEVP Portal**

You will report your employment information in this portal

You are responsible for keeping it updated and accurate

- You will also receive an email from "do-not-reply.sevp@ice.dhs.gov" within 1-5 days of the OPT start date
- 2. You MUST register your SEVP Student Portal account within 14 days of receiving this email, or your link will expire.
- 3. Once you begin working, you must update your portal with the information requested.
  - Your address and phone number
  - Employer Information
  - Part time (20 hours a week or less) vs. Full time (21 hours a week or more)
- 4. If anything changes, you must update your portal within 10 days of the change.

# **Maintaining Your Status**

Keep Your Portal Updated

You must keep your portal updated or you may be considered out of status.

A good rule to follow– set a reminder to check your SEVP portal once a month. To maintain your status on OPT, you must meet the following criteria:

- 1. You must be working, interning, or volunteering in a position that is directly related to your major.
- 2. You must be reporting to that position for **at least 21 hours a week.** You may work more than 21 hours a week, there is no maximum number of hours that you may work.
- 3. You may have more than 1 position. All positions MUST be directly related to your major. You must still be meeting the 21 hours a week threshold when all hours are combined for all positions.
- 4. If you never report this information in your portal, SEVP never knows you have been maintaining your status.

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# **SEVP Portal Help**

**SEVP Portal** 

- 1. <u>SEVP Portal User Guide</u> how to set up portal account, how to login, how to enter biographic information, how to enter employer information while on OPT and STEM OPT.
- 2. <u>SEVP Portal Videos</u> how to create portal account, how to update biographic information, how to update employer information
- 3. <u>SEVP Portal Reference Sheet</u> Who can use the SEVP Portal, how does it work, how to create portal account, what to report
- 4. <u>Determining a Direct Relationship Between Employment and a</u> <u>Student's Major Area of Study</u> – Examples on page 4.



# 90 Days of Authorized Unemployment



## **90 Days of Authorized Unemployment**

## What is it?

You are allotted 90 days during your OPT period in which you do NOT have to be employed.

You can use these days to job search past the start date on your EAD card.

You can these days in between jobs (if you need to or want to change jobs while on OPT)

## How do I calculate it?

Authorized Unemployment days are any days in which you are not employed.

Your OPT period starts on the day listed on your EAD card. If you are not working on that day, you have used 1 day of 90 authorized unemployment days.

Once you are hired and working somewhere, weekends and vacation time given to you by the employer are not counted.



# **90 Days of Authorized Unemployment**

## What happens if I use it all?

If you use all 90 days of authorized employment, you must maintain your OPT status for the remainder of your OPT period.

If you are unable to find a job or opportunity AND have used all of your authorized unemployment days your F-1 status ends.

• There are a few exceptions, please speak with ISSS for more information

## Who tracks it?

SEVP tracks your days based on the information you provide in your SEVP student portal account.

YOU should track your employment very closely.

ISSS does not track your days.



# **90 Days of Authorized Unemployment**

- 1. We do not recommend using all 90 days at the beginning of your OPT.
- 2. It is important to note the absolute latest you MUST start working after your OPT begins.

#### Example: OPT Start Date is 5/21/2021

- Start Date = 5/21/2021
- 90 Days Later = 8/18/2021
- Must start working by 8/18/2021
- There is no 60-day grace period beyond 8/18

## Example: OPT Start Date is 7/18/2021

- Start Date = 7/18/2021
- 90 Days Later = 10/16/2021
- Must start working by 10/16/2021
- There is no 60-day grace period beyond 10/16



# I Didn't Graduate... Now What?



## I didn't Graduate.... Now What?

## **Contact ISSS immediately**

You may come to the next walk-in advising OR email isss@kent.edu

If your application was approved by USCIS AND you received your EAD card, you can begin OPT part-time (20 hours a week or less) until you complete courses for graduation.

If your application is still pending, you need to contact USCIS and withdraw your application. You can re-apply 90 days before your new program end date.





Thank You. www.kent.edu