



KENT STATE  
UNIVERSITY

# OPT Mail-in 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

- **Eligibility Review**
- **Application Timeline 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**
- **90 Days of Authorized Unemployment**
- **I didn't Graduate... Now What?**

# Eligibility Review

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

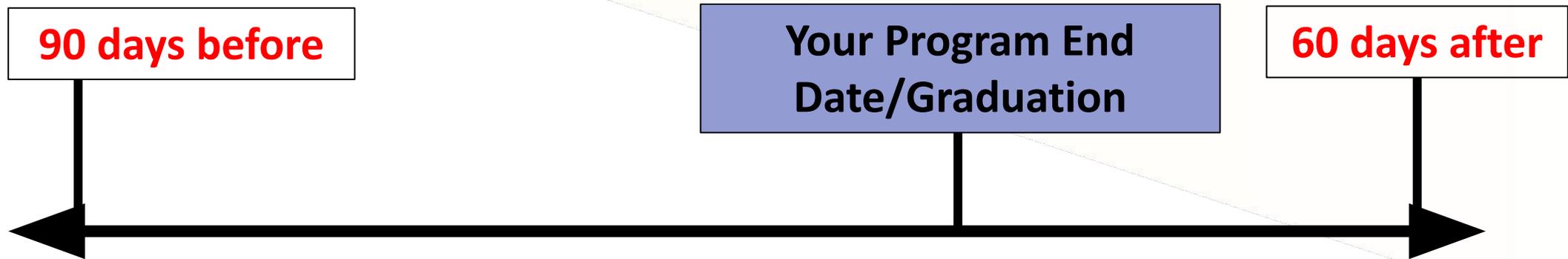
- 1 Maintained your F-1 status for at least 1 academic year (two academic semesters – Fall & Spring or Spring & Fall)
- 2 Are a degree seeking student (Not available for students in Language Training)
- 3 Completed **ALL** required coursework for your program
- 4 Completed fewer than 365 days of FULL TIME CPT

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

# Application Timeline Overview

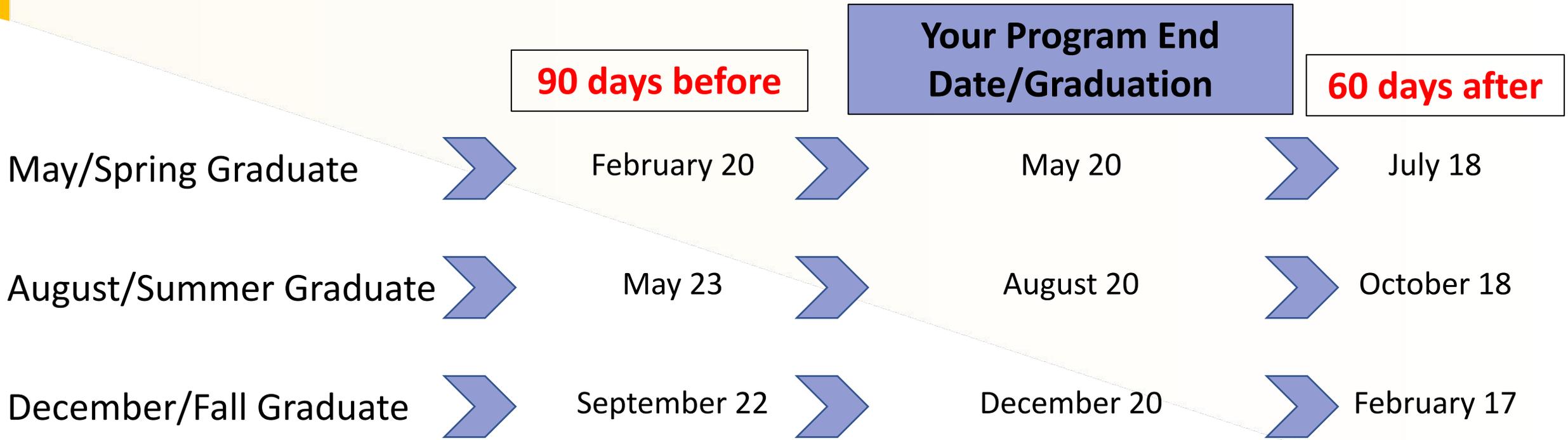
You have a **150 day window** to apply for OPT

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



**Your I-20 WILL be adjusted to reflect the program end date for the semester in which you graduate.**

# 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

1

You must first request a new I-20 with OPT recommendation from ISSS

THEN

2

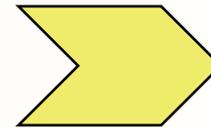
You must submit your OPT application including your new OPT I-20 to USCIS

[OPT I-20 Request Form](#)

# OPT Application – There are 2 Big Steps

1

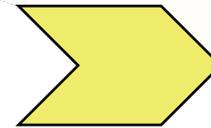
You must first request a **new I-20 with OPT recommendation** from ISSS



1. Pick a Start Date
2. Collect Documents
3. Submit OPT I-20 Request
4. Review OPT I-20

2

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

## Start Date Ranges

May/Spring Graduate

May 21



July 18

August/Summer Graduate

August 21



October 18

December/Fall Graduate

December 21



February 17

# 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

### MAIL APPLICATION

Continue reviewing this tutorial if you choose to file online.

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

### FILING ONLINE

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

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

**YOU MUST REQUEST YOUR I-20 BEFORE YOU SUBMIT YOUR APPLICATION ONLINE**

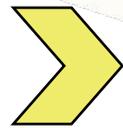
# Application Step 1 – Preparing Your Documents

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

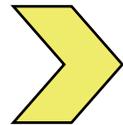
- Copy of Passport page
- Copy of most recent U.S. visa
- Copy of your most recent I-94
- 2 passport photos taken within last 30 days
- An original check or money order made out to the U.S. Department of Homeland Security
  - [Check Filing Fees Here](#)
- Any previous EAD cards
- Form I-765
- Optional: [G-1145](#) E-Notification of Application/Petition Acceptance

# Application Step 1 – Getting Your I-94

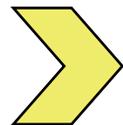
**Use the link below to get your most recent I-94**



<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 – Completing Form I-765

**Please consider the following when completing your application:**

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# Application Step 1 – Completing Form I-765

**The link to the Form I-765 is below**

USCIS will post the most recent version of the form on their website. Use the most recent version of the form.

<https://www.uscis.gov/i-765>

# Application Step 1 – Completing Form I-765

## Part 1.

Select “Initial permission to accept employment” *if* this is the first time you are applying for OPT through USCIS.

## Part 2.

1.a. Place your Family Name (Last Name)

1.b. Place your Given Name (First Name)

1.c. Place your Middle Name

2.a.—4.c. Place any other names you have ever used

# Application Step 1 – Completing Form I-765

## Part 2.

5.a. Place your name

5.b.—5.e. \*While face-to-face interactions are suspended, do not mail to OGE\* Write the address where you would like your EAD card mailed. If you are moving soon or have trouble receiving mail, consider using a trusted mailing address of a friend or relative. All your documents from USCIS will be sent to this address.

6.a. Select the appropriate box. If you are using OGE’s mailing address, you should select “No.”

7.a.—7.d. Only fill this out if your physical address is different than your mailing address.

# Application Step 1 – Completing Form I-765

## Part 2.

8. Select the appropriate answer. Most students will not have an Alien Registration number unless you have been issued an Employment Authorization Document (EAD) card from a previous OPT or TPS approval. It is a 9-digit number as shown in the example below.



# Application Step 1 – Completing Form I-765

## Part 2.

9. Select the appropriate answer. Most students will not have a USCIS Online Account number.
10. Select the appropriate answer. Select your gender.
11. Select the appropriate answer. Select your marital status.
12. Select the appropriate answer. Most students will select “No.”
- 13.a. If you have a SSN, select “Yes,” and complete 13.b. Then skip to 18.a. If you do not have a SSN, select “No,” and complete 14.-17.b.

# Application Step 1 – Completing Form I-765

## Part 2.

18.

List all countries where you are currently a citizen or national.

19.a.-20.

Complete all information as it relates to where you were born.

21.a.-21.e.

This information relates to your I-94.

22.

Enter the date of your most recent entry into the U.S.

23.

Provide the location where you last entered the U.S.

24.

Provide the letter and number that correlates to your status when you last entered the U.S. For example, “F-1 Student.”

25.

Provide your current immigration status. For example, “F-1 Student.”

# Application Step 1 – Completing Form I-765

## Part 2.

26. Provide your SEVIS number as it appears on the top of your most recent I-20. It begins with “N00.....” Provide all numbers following the “N.” If you have previous SEVIS numbers, include them in Part 6 on page 7. If you had OPT or CPT on those previous SEVIS numbers, please include the dates.
27. Enter (c)(3)(B) exactly as it appears. Lowercase ‘c’ and uppercase ‘B.’
- 28.-31.b. Leave blank.

# Application Step 1 – Completing Form I-765

## Part 3.

1.a.-2.

If you completed your application, select the first box.

3.-5.

Provide your contact information.

6.

Only select if it applies to you.

7.a.-7.b.

**SIGN** your name in script with a pen. DO NOT TYPE.  
Fill in the date.

# Application Step 1 – Completing Form I-765

## Part 4-5

Only use these sections if you used an interpreter or preparer.

## Part 6

This part can be used for any additional information. Provide all previously used SEVIS numbers and evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.



# 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

<b>For USCIS Use Only</b>	<input type="checkbox"/> Authorization/Extension Valid From	<b>Fee Stamp</b>	<b>Action Block</b>
	<input type="checkbox"/> Authorization/Extension Valid Through		
	Alien Registration Number A- <input type="text"/>		
	Remarks		

<b>To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).</b>	<input type="checkbox"/> Select this box if Form G-28 is attached.	<b>Attorney or Accredited Representative USCIS Online Account Number (if any)</b> <input type="text"/>
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▶ **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.

### 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.)

### 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

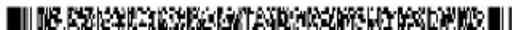
### Part 2. Information About You

#### Your Full Legal Name

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

The I-765 form is best filled out using Internet Explorer.

Notice the date on the bottom. Be sure it is the latest version.



**Part 2. Information About You (continued)**

**Your U.S. Mailing Address** [\(USPS ZIP Code Lookup\)](#)

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

**During limited face-to-face interactions at KSU, do not use OGE's mailing address**

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.

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



**Part 2. Information About You (continued)**

**Place of Birth**

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

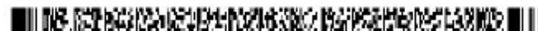
- 19.a. City/Town/Village of Birth  
Montreal
- 19.b. State/Province of Birth  
Quebec
- 19.c. Country of Birth  
Canada
20. Date of Birth (mm/dd/yyyy) 01/01/1999

**Information About Your Last Arrival in the United States**

- 21.a. Form I-94 Arrival-Departure Record Number (if any)  
▶ 1 1 1 1 1 1 1 1 1 1 1
- 21.b. Passport Number of Your Most Recently Issued Passport  
RU123456
- 21.c. Travel Document Number (if any)  
\_\_\_\_\_
- 21.d. Country That Issued Your Passport or Travel Document  
Canada
- 21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy) 01/01/2028
22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy) 08/14/2019
23. Place of Your Last Arrival Into the United States  
New York City
24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)  
F-1 Student
25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)  
F-1 Student
26. Student and Exchange Visitor Information System (SEVIS) Number (if any)  
▶ N- 0012345678

**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)).  
( c ) ( 3 ) ( B )
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



## 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.



**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) 08/25/2020

**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)

Physically sign your name.  
Do **NOT** use an  
electronic/scanned signature.



Most students will leave this page blank.

**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)





# Application Step 1 – Checks & Money Orders

## Checks

- Be sure to fill out your check correctly.
- Do **NOT** write or sign on back of check.

1025

DATE 12/20/2016

PAY TO THE ORDER OF US Department of Homeland Security \$ \$410.00

Four hundred ten dollars and 00/100 DOLLARS

MEMO 1-765 Your Signature

⑆0000000000⑆ ⑆0000000000⑆ 1025

## Money Orders

- Money orders are just as effective as checks
- You can obtain a money order from a variety of sources
- Be sure to keep your receipt—just in case

# Application Step 1 – Passport Photos

## Passport Photos

- You need 2 photos that are identical
- Photos should be taken within the last 30 days
- Write your I-94 number on the back of each photo in pencil

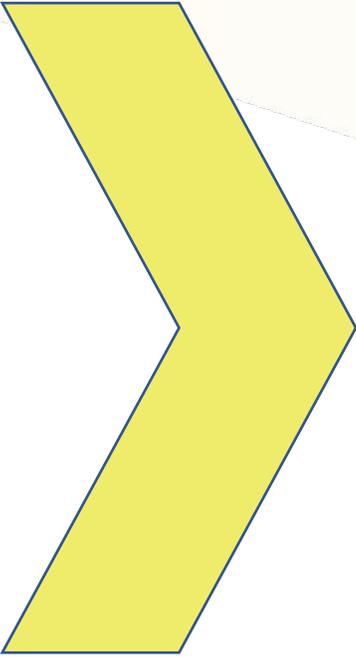
## Tips

- We do not recommend taking your own photos as part of your application
- You can get your photos from a variety of businesses (CVS, Walgreens, Etc.)

# Request OPT I-20 from ISSS



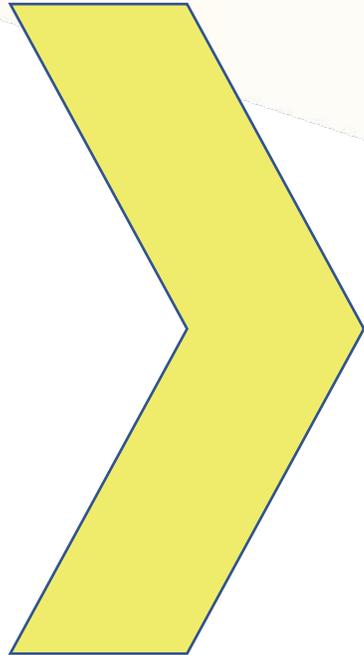
# Application Step 1 – Request I-20 from ISSS



You **MUST** 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 your 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



# 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**

SEVIS ID: [REDACTED] (F-1)

NAME: [REDACTED]

**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**

[REDACTED]

**AUTHORIZED DROP BELOW FULL COURSE OF STUDY**

[REDACTED]

**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		

# Submit OPT Application to USCIS

## MAIL APPLICATION



# Final Checklist & Mailing Instructions

## Submitting Your Application

- You will receive a final OPT checklist with your new I-20 for your convenience
- Ensure that all required materials are in your packet/envelope
  - Double check all documents in your application
  - USCIS has a low tolerance for application mistakes
- USCIS **must** receive your application within **30 days** of your new I-20 being created
- Mailing instructions are included on your OPT checklist
  - We highly recommend tracking your package
- Your application is 100% your responsibility. We will do our best to assist as much as possible.

# After Submitting Your Application .... waiting



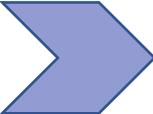
# Understanding USCIS & Processing Times



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.



USCIS may take between 60-90 days to process your application from the date they received your application. However, processing times can be longer.

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

After 90 days, you may call USCIS to check on your application. Be prepared to provide your receipt number. You may also email [isss@kent.edu](mailto:isss@kent.edu) for assistance.

# 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 BEFORE 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.

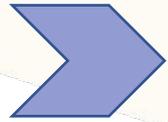
For more Travel Recommendations consider [Fragomen's Tips for Students on OPT/H-1B](#)

## 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



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.
2. You may **NOT** 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

1. 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.

# SEVP Portal Help

## SEVP Portal

1. [SEVP Portal User Guide](#) – 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. [SEVP Portal Videos](#) – how to create portal account, how to update biographic information, how to update employer information
3. [SEVP Portal Reference Sheet](#) – Who can use the SEVP Portal, how does it work, how to create portal account, what to report
4. [Determining a Direct Relationship Between Employment and a Student's Major Area of Study](#) – 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 use 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 [iss@kent.edu](mailto:iss@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](http://www.kent.edu)