

Standard Post-Completion Optional Practical Training

**Please read this entire packet! Much information has changed.
You are responsible for understanding all the new regulations!!**

What is OPT?

Standard Post-Completion Optional Practical Training, or "OPT", is off-campus work authorization **in your field of study**. If granted by Immigration, the authorization is full time or part time employment for a maximum of 12 months.

Who should apply?

Students who will complete their degree requirements within 90 days and have been in full time status for two consecutive semesters by the program completion. **Please note that your program may complete before the end date on your I-20.**

What is my program completion date?

The program completion date is the last day of your **final program requirement**, which can be the last day of the semester; the end of summer session; or after completion of exams. Please check your course syllabus to determine the end date of your final course.

When should I apply?

We **highly recommend** that you submit the application packet to the ISAP office **at least 8 weeks before your program completion (see previous question)**.

United States Citizenship and Immigration Services (USCIS) is able to receive Standard Post-completion OPT applications up to 90 days prior to the completion of a student's academic program. USCIS must have received and processed your OPT application by the 60th day after completion of your academic program (i.e. by the end of the grace period). Applications received after the 60th day will **not** be considered.

All Standard Post-completion OPT must be completed **within 14 months** of the program completion date. This means if you apply during the post completion 60 day grace period, you will most likely lose OPT time. You **must** have received your OPT card to begin working, and USCIS may take up to 90 days to process your application.

How do I choose my OPT dates?

Immigration allows you to begin working *up to* 60 days after the completion of your program. You must choose a start date between the day after program completion date and 60 days later.

What if I find a job before my card arrives?

You may **not** work until you have your OPT card (EAD or Employment Authorization Document) and are within the dates listed on that card.

What if I am unemployed during my OPT?

During the OPT period, maintaining F-1 status is dependent upon current employment. Students may not be unemployed for more than 90 days during the initial OPT period. Students with 90 days or more unemployment time would be considered in violation of their F-1 status.

What counts as employment?

- **Paid employment** at least 20 hours per week, including work for hire and employment through an agency. This employment may be with one or more employers.
- **Unpaid employment** at least 20 hours per week.
- **Self employment** if a student chooses to start a business. Student must be able to prove to Immigration that he/she has the proper business licenses.

ALL Employment MUST be related to the student's degree program. Students must be able to prove their job is related to their degree, if asked by Immigration.

While I am on OPT do I have to inform ISAP that I am employed or have moved?

Yes, Immigration now **requires** all students on OPT to report any change in name or address, their employer's name and address, and any breaks in employment to ISAP. * *Changes must be reported within 10 days.* *

What if I would like to travel after I have applied for OPT?

We strongly recommend that you travel outside of the US only if you have a job in the US to which you will return. Your OPT card states that it is not valid for entry to the US. This means that the OPT card alone is not enough to enter the country, you need all immigration documents. You may wish to bring a copy of a paycheck from your employer as evidence that you are engaging in practical training or a letter from your employer.

*If you chose to travel, you are required to obtain a travel signature on page 3 of your I-20 every **six months**.*

What items do I need to apply for OPT?

1. The attached cover sheet which clearly states your desired start date for OPT
2. A check or money order for \$380.00 made out to the **U.S Department of Homeland Security**. (DO NOT WRITE ON THE BACK OF THE CHECK!) Your name and address must be on the check. Write your I-94 # on the bottom left hand corner of the check (in the "memo" or "for" section.)
3. Two passport sized photographs **taken within the last 6 months**. Each photo must be cut to 2 inches by 2 inches with your name and I-94 # printed lightly on the back in pencil. Place the photos and check/money order in an envelope. Write your name and I-94 # on the outside of the envelope as well.
4. Complete form I-765 **online** using the PDF version located at the following website <http://www.uscis.gov/files/form/i-765.pdf> you will need Acrobat Reader to open the file. **Be sure to enter (c) (3) (B) in step # 16 (See completed sample below). Print completed form I-765 and sign in BLUE INK.**
5. **2** Copies of all I-20s, Visa, Passport, I-94 card (front and back).
6. If you wish to receive an E-notification that your application was received by USCIS, you can print and complete form G-1145 and include it with this packet. <http://www.uscis.gov/files/form/g-1145.pdf>

After I have gathered all of the above, what do I do?

Schedule an appointment to bring in all of the above documents to ISAP. We will process the paperwork and create a new I-20 for you in the appointment. Once your packet is assembled, you will be directed to mail the packet to Immigration via certified return receipt mail. Address and other mailing information will be provided to you.

To schedule an appointment on the Oakland campus, please visit <http://tungle.me/ccrane>. To schedule an appointment on the San Francisco Campus, please visit <http://tungle.me/jmcmillan>

If you have any questions regarding this form, or any other part of the application process, please contact us at isap@cca.edu

EXAMPLE ONLY

OMB No. 1615-0040; Expires 08/31/08

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

I-765, Application For
Employment Authorization

Do not write in this block.

Remarks, Action Block, Fee Stamp
A# DO NOT WRITE IN THIS BOX
Applicant is filing under §274a.12
Application Approved. Employment Authorized / Extended (Circle One) until (Date).
Subject to the following conditions:
Application Denied.
Failed to establish eligibility under 8 CFR 274a.12 (a) or (c).
Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)

I am applying for:
Permission to accept employment.
Replacement (of lost employment authorization document)
Renewal of my permission to accept employment (attach previous employment authorization document).

1. Name (Family Name in CAPS) (First) (Middle) Which USCIS Office? Date(s)
Family name First Middle (Do not list any "CPT")
2. Other Names Used (Include Maiden Name) Results (Granted or Denied - attach all documentation)
3. Address in the United States (Number and Street) (Apt. Number) 12. Date of Last Entry into the U.S. (mm/dd/yyyy)
address in the United States Most recent entry date - Month / Day / Year
(Town or City) (State/Country) (ZIP Code)
this is where your card will be mailed
13. Place of Last Entry into the U.S.
Most recent port of entry
4. Country of Citizenship/Nationality Name of country
14. Manner of Last Entry (Visitor, Student, etc.)
F-1 or Student
5. Place of Birth (Town or City) (State/Province) (Country) 15. Current Immigration Status (Visitor, Student, etc.)
Place of birth / country F-1 or Student
6. Date of Birth (mm/dd/yyyy) 7. Gender 16. Go to Part 2 of the Instructions, Eligibility Categories. In the space below,
month / day / year Male Female place the letter and number of the category you selected from the instructions
8. Marital Status Married Single (For example, (a)(8), (c)(17)(iii), etc.).
Widowed Divorced Eligibility under 8 CFR 274a.12 (c) (3) (B)
9. Social Security Number (Include all numbers you have ever used) (if any) Enter SSN
17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your
degree, your employer's name as listed in E-Verify, and your employer's E-
Verify Company Identification Number or a valid E-Verify
Client Company Identification Number in the space below.
10. Alien Registration Number (A-Number) or I-94 Number (if any) 1.94 - Most recent entry # DO NOT COMPLETE THIS SECTION
Degree:
11. Have you ever before applied for employment authorization from USCIS? Employer's Name as listed in E-Verify:
Yes (If yes, complete below) No Employer's E-Verify Company Identification Number or a valid E-Verify
Client Company Identification Number

Certification

Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in Part 2 and have identified the appropriate eligibility category in Block 16.

Sign here Telephone # Today's date
Signature Telephone Number Date

Signature of person preparing form, if other than above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name Add DO NOT WRITE HERE Date

Table with columns: Remarks, Initial Receipt, Resubmitted, Relocated (Rec'd, Sent, Approved), Completed (Denied, Returned)



Standard Post - Completion Optional Practical Training

*Please complete this page and hand it in with your other OPT materials.
Keep the first 3 pages for your reference.*

Date: _____

Name: _____

Tel. #: _____

Email: _____

CCA ID #: _____

Major: _____

I would like to begin my Post – Completion OPT on:

* Please read instructions to determine appropriate start date.

Please *sign below* to certify that you have **read** all the information in this packet and **understand** the F-1 regulations regarding OPT and their affect on your F-1 Status. **You are responsible for understanding and abiding by this information.** *Please speak with an advisor if you have any questions regarding the enclosed information.*

Signature: _____ **Date:** _____