OPT

A step-by-step guide
What is OPT?

- Optional Practical Training
- Work permission for 1 year (with option to extend 2 years for STEM degrees)
- Purpose is to gain experience in your field

- One year of OPT per degree level
  - Must be progressively higher (i.e. bachelor → master → doctoral)
OPT Application Process

1. **OPT Workshop**: Learn about OPT and ask any questions
2. **Prepare App**: Gather ALL required docs and forms
3. **IES review**: Get new I-20 and mail app!
Don’t I need a job to apply for OPT?

NO!

- Why not??

- USCIS can take up to **three months** to review your OPT application
- It would be **WAY TOO LATE** to apply if you waited to find a job first
When can I apply?

- Apply for OPT during your last semester at UMBC.
- The earliest you can apply for OPT is **90 days** before your I-20 end date.
- The latest you can apply for OPT is **60 days** after your I-20 end date.

### Approximate OPT timeline by grad term

<table>
<thead>
<tr>
<th></th>
<th>Spring grads</th>
<th>Fall grads</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Earliest date</strong></td>
<td>Feb 25</td>
<td>Sept 25</td>
</tr>
<tr>
<td><strong>I-20 end date</strong></td>
<td>May 25</td>
<td>Dec 23</td>
</tr>
<tr>
<td><strong>Latest date</strong></td>
<td>July 24</td>
<td>Feb 20</td>
</tr>
</tbody>
</table>
Another way to think about it

Earliest date you can submit application

90 days

I-20 end date

60-day "grace period"

Latest date you can submit application
Don’t wait until it’s too late!

- Remember that many other students will want to apply for OPT around the same time you do
- **OPT applications cannot be rushed**
- We process applications as they come in, **not based on your OPT start date**
- USCIS can take up to **90 days** to review your OPT application
Choosing a start date

Earliest date you can submit application

90 days

I-20 end date

60-day "grace period"

OPT start date can be ANY time during "grace period"
If I don’t have a job, how do I pick a start date?

▪ Based on the job market or how much job hunting you’ve done so far
▪ Allow time for application processing – this can take up to 90 days
▪ Consider travel and what you might do during break from school
▪ Remember: you do not have to have a job on your OPT start date
OK, I’ve chosen a start date. Now what?

1. Complete OPT application *(more on this to follow)*
2. Get academic (departmental) adviser’s signature
3. Make OPT appointment with Michelle or Dave
   OR
   Attend an OPT Speed Review
4. Mail application to USCIS
5. Wait (patiently!) for approval
After you apply, you receive:

1. Receipt
   - Usually arrives between 2 weeks and 1 month after submission

2. Approval notice
   - Usually arrives after about 3 months

3. EAD card
   - Usually arrives about 1 week after approval notice

*If you submit form G-1145 you will also receive email and text updates*
I’m approved!
Way to go, you!
What are the rules governing my OPT time?

- You must be working!
- The expectation is that you will be working during your year of OPT
- You also have up to 90 days of unemployment time, meaning it is OK not to have a job in your SEVIS record for up to 3 of your 12 months of OPT
- All jobs during OPT must be directly related to your UMBC degree program
- Part-time or Full-time, paid or unpaid — all OK during OPT
What are the rules governing my OPT time?

- Unlike CPT, you are allowed to change jobs at any time.
- However, you **must** update IES using our online form any time you:
  - change jobs
  - get a new job
  - end an earlier job
  - change your address
- OPT Employer Update Form: [tinyurl.com/OPUpdate]
Health insurance

This is **VERY serious**:

- You will no longer be automatically enrolled in UMBC’s health insurance
- You can choose to remain on UMBC’s plan by contacting uhs@umbc.edu

- You **need** to think about this! It is extremely dangerous to be in the US without health insurance. See about options your employer might have, or consider the Healthcare Marketplaces established through the Affordable Care Act (Obamacare)
Continuing education

- You are free to take classes during OPT
- But you may **not** begin a new **degree program**, or your OPT ends automatically
- Register for courses as a “non degree-seeking” or “visiting student”
- Degree-seeking programs would require you to transfer your SEVIS record or change your Education Level, which **automatically ends** your **OPT** approval
Got it. Let’s do this.

Ready to complete the OPT application?
IES OPT Info Sheet

- SEVIS ID, I-20 end date, Major
  - Copy from page 1 of your I-20
- OPT dates, fill if you have decided
- Read the statements at the bottom
- **Sign** and date

IES OPT Information Sheet

This form is to be completed by the student. It is used by IES advisors to process your OPT I-20 recommending eligibility to apply for OPT to USCIS through SEVIS. The following information is required:

First name: ___________________ Last name: ___________________

SEVIS ID: ___________________ Telephone: ___________________

Personal (NOT UMBC) Email address you will use while on OPT: ___________________

OPT START DATE: ___________ OPT END DATE: ___________

I-20 End date: ___________ Major/degree level ___________________

To be filled out only if applying for OPT STEM extension

End date of current OPT period: ___________ Job title: ___________

Name of Employer: ___________________ 

Employer Address: ___________________

Employer E-verify ID (should be about 6 characters, contact your employer to get this information): ___________________

Required for all students – please review and confirm the following statement by signing below:

- I have thoroughly and carefully reviewed the OPT application package.
- I understand the nies described here and will follow up with IES if I have any questions.
- I understand that it is my responsibility to update the IES office with any employer information and address, and that lack of providing employer information for more than 90 days can result in termination of my OPT and legal F-1 status in the US.

Signature: ___________________

Date: ___________
Adviser form

- Review with your academic (departmental) adviser – not IES!
- Adviser is confirming you have completed all coursework requirements of your degree program, but not necessary thesis/dissertation/capstone work
- This form is **required** in order to receive your OPT I-20
I-765

- This is the **main** form in your OPT application
- Check “permission to accept employment”
- #10 – copy from I-94 record
- #11 – only ‘yes’ for STEM extension
- #13 – copy from I-94 travel history
- #16 – C 3 B – regular OPT
  C 3 C – STEM extension
G-1145

- Fill this form out so you will receive email and text updates when USCIS takes action on your application
- We recommend that you use an email address other than your UMBC email address
- Make sure to use a mobile/cell phone number for the SMS text updates

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended 8 U.S.C. section 1101, et seq.

PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message regarding your immigration form.

ROUTINE USES: The information provided on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notice [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File (A-File) and Central Index System (CIS), which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

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 OMB control number. The public reporting burden for this collection of information is estimated at 3 minutes per response, including the time for reviewing instructions and completing and submitting the form. 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, Regulatory Coordination Division, Office of Policy and Strategy, 30 Massachusetts Avenue, NW, Washington, DC 20529-2140. OMB No. 1615-0109. Do not mail your completed Form G-1145 to this address.

Complete this form and clip it on top of the first page of your immigration form(s).

<table>
<thead>
<tr>
<th>Applicant/Petitioner Full Last Name</th>
<th>Applicant/Petitioner Full First Name</th>
<th>Applicant/Petitioner Full Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address</td>
<td></td>
<td>Mobile Phone Number (Text Message)</td>
</tr>
</tbody>
</table>

Form G-1145 09/15/14 Y
I-94

- Available online
  Search for “I-94” – choose .gov site
- Enter name **exactly** as it appears on your F-1 student visa
- Copy passport number and issuing country from your passport
- Click next….
I-94

- Available online
  Search for “I-94,” choose .gov site
- Enter name **exactly** as it appears on your F-1 student visa
- Copy passport number and issuing country from your passport
- Click next….
- This is your I-94 record!
### I-94

- The “Admission (I-94) Record Number” will be entered for **#10** on the form I-765
- You can also view your **Travel History** through this site
- The most recent entry record will provide the answer to **#13** on the form I-765

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**I-94 Admission Record**

<table>
<thead>
<tr>
<th><strong>Admission (I-94) Record Number:</strong></th>
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<tbody>
<tr>
<td>[redacted]</td>
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<table>
<thead>
<tr>
<th><strong>Most Recent Date of Entry:</strong></th>
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<tbody>
<tr>
<td><strong>01/16</strong> January 16</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Class of Admission:</strong></th>
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<tbody>
<tr>
<td><strong>F1</strong></td>
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<th><strong>Admit Until Date:</strong></th>
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**Details provided on the I-94 Information form:**

1. **Last/Surname:** [redacted]
2. **First (Given) Name:** [redacted]
3. **Birth Date:** [redacted] July 1991
4. **Passport Number:** [redacted]
5. **Country of Issuance:** [redacted]
Passport and visa

- Make photocopies of your current passport and F-1 student visa
- If your F-1 visa is in an older passport, include copies of both old and new passport in your application
- Your F-1 visa can be expired
- Your passport cannot be expired
Forms I-20

- You should make copies of **all** the I-20s you have ever been given
- Yes, **ALL** your old I-20s
- If you cannot find one or more of your old I-20s, you should include as many as you still have
- USCIS is most concerned with I-20s that show work authorization, but remember to include all available I-20s
OK. Now what?

Got it all? Now put it together and make an appointment with IES
OPT Appointments

- Gather **ALL** the required documents
- Make an appointment to meet with Michelle or Dave
  - Michelle’s calendar of OPT appointments is here: tinyurl.com/OPTMichelle
  - Dave’s calendar of OPT appointments is here: tinyurl.com/OPTDave
- OPT appointments are **not** the time to ask detailed questions – contact IES ahead of time with any major questions or doubts
- Or instead of making an appointment, you can attend an **OPT Speed Review**
Now mail it away!

Once you have your new OPT I-20 from IES, you can submit your application
Special topics

1. International travel

2. MVA/DMV

3. Ph.D. end dates
Before your OPT start date, the same rules apply to international travel as when you were a full-time student. You must carry your valid passport, visa, and I-20 with a travel signature not older than 1 year.

After your OPT start date, you must ALSO carry your EAD card, a job offer letter or proof of employment, and your I-20 signature cannot be older than six months.

After your I-20 end date but before your OPT start date, no US Embassy or Consulate will renew your visa.

So be sure to consult with IES regarding any travel if you do not hold a valid F-1 visa.

Special topics

1. International travel
2. MVA/DMV
3. Ph.D. end dates
▪ It can be difficult to renew your driver’s license or State ID Card while your OPT application is pending.

▪ When your I-20 end date has passed but your OPT start date has not yet arrived, you may have difficulty renewing your license.

▪ Be sure to complete the SAVE verification online before you go to the MVA.

▪ There is a link to the SAVE verification form from IES’s website.

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Special topics

1. International travel
2. MVA/DMV
3. Ph.D. end dates
Doctoral students have some flexibility in their I-20 end dates, as many students conduct ongoing dissertation research during their OPT period.

There is a type of OPT called pre-completion, which, as the name suggests, is OPT authorization before your academic program is complete and your I-20 end date arrives.

IES generally discourages this option when full-time CPT is available, but we are more than happy to discuss your options if you are an eligible Ph.D. student.

Special topics

1. International travel
2. MVA/DMV
3. Ph.D. end dates
After OPT

Post-practical training options
After OPT

1. STEM OPT

2. I-20 transfer

3. Change of Ed Level

4. Leave US
▪ Students in **approved STEM disciplines** have the option of **extending** their year of OPT an additional **two years**

▪ You must submit another OPT application to USCIS **before** the end date of your post-completion OPT and **no earlier** than **90 days** before that end date

▪ Must show you have **earned your degree** OR that you have a thesis pending (IES cannot prove this)

▪ Can only work for employers enrolled in E-Verify

▪ Must submit **I-983 Training Plan** for each and every employer you work for during STEM OPT

▪ See IES’s website for further information about STEM OPT

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**After OPT**

1. STEM OPT

2. I-20 transfer

3. Change of Ed Level

4. Leave US
After OPT

1. STEM OPT

2. I-20 transfer

3. Change of Ed Level

4. Leave US

- When your OPT ends (or your STEM OPT ends, if you are eligible and apply), you have another 60-day grace period, during which you cannot work but can legally remain in the US.

- You can choose to begin a new degree program, either at UMBC through a Change of Education Level, or at another school through an I-20 transfer.

- If you do not wish to begin a new program, your F-1 status requires that you leave the US within the 60-day grace period.

- Instructions on changing your education level or transferring your I-20 to another school are available on IES’s website.
That was so X-TREME!!!

We’re mostly joking, you know.