

Optional Practical Training (OPT)



Topics Covered in Tutorial

Optional Practical Training

Eligibility

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Eligibility Continued

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When to Apply

Post-Completion OPT

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- Please see the ISSS webpage for [Post-Completion OPT](#) to find out the Fall, Spring and Summer Completion Dates to determine when you can submit the request to ISSS and eligible start dates for OPT.
 - OPT applications can take 2-3 months (sometimes longer) to get approved by USCIS. Therefore, we recommend that you apply early. You are not required to have a job to apply. You must get a new I-20 with OPT recommendation BEFORE filing your OPT application with USCIS.

Requested Start Dates

Post-Completion OPT

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OPT Process

1. Pay the one time \$150 administrative post-completion OPT fee to ISSS.

- a. A payment link is on the ISSS OPT webpage.

2. Student requests a Post-Completion OPT I-20 from ISSS. *You will need this I-20 with Post-Completion OPT recommendation from ISSS to file your Post-Completion OPT application with USCIS.*

- a. Log into iSpartan - <https://globalspartans.sjsu.edu>, using your SJSU credentials.
- b. Click on the F-1 Practical Training link. Select Post Completion Optional Practical Training I-20 Request.
- c. Complete the e-form.
- d. Select the requested OPT start and end dates. It will be in the form of a year minus a day from the start date.
 - i. Example: Start Date: 06/15/2023. End Date: 06/14/2024.
 - ii. You are not required to have a job to request post-completion OPT.
- e. Academic Department (Major Advisor or Graduate Program Coordinator) information will need to be added into the e-form. Name, title and email address.
 - i. Request will be routed to ISSS once your Academic Department reviews request.
 1. Please note that it is your responsibility to notify your academic/major advisor of the OPT approval request. It will be sent via email to the indicated advisor.
 - ii. Once your Academic Department has signed off on your OPT request, you will receive an email that your request has been routed to ISSS for processing.

3. ISSS Receives Post-Completion OPT I-20 Request

- a. Once submitted to ISSS, processing time is 5-7 business days.
- b. DSO will review your eligibility for OPT.
 - ii. May shorten your I-20 end date for the current semester, if this has not already been done.
- c. DSO will recommend post-completion OPT in your SEVIS record and issue you a new I-20 with the OPT recommendation on page 2.
 - ii. DSO will email you the I-20 with OPT recommendation.
 - iii. **You will need this I-20 to file your OPT application with USCIS.**

OPT Process

4. Student files Form I-765 and supporting documents with USCIS.

- a. **Do not file your application with USCIS until you have a new I-20 with Post-Completion OPT recommendation from ISSS.**
- b. USCIS must receive your post-completion OPT application within 30 days of the date your post-completion OPT was recommended by ISSS, or your post-completion OPT application will be denied.
 - i. DSO will tell you when your post-completion OPT recommendation was done, when they email you the I-20.
 - ii. We recommend checking this [date calculator](#) to find your deadline for USCIS to receive your application. If the deadline is on a Saturday or Sunday, we recommend that it be received by the Friday before
 - iii. If you are unable to file within 30 days, then contact ISSS for an updated I-20.
- c. Review checklist for documents needed to apply.

Filing I-765 (Post OPT) with USCIS

You must have a new I-20 with Post-Completion OPT recommendation from ISSS to file I-765 (STEM OPT) with USCIS.

As of April 2021, USCIS offers 2 different ways to file an I-765 (Post OPT) application with USCIS.

*You must choose one option. You cannot choose both options. ISSS recommends you file online.

1. Online filing of [I-765](#).
2. Mail application to [USCIS lockbox](#).

See next slide for Comparison

*Go to ISSS [Post-Completion OPT webpage](#) for the following tutorials:

1. Online filing of I-765 for OPT/STEM OPT
2. Mailing I-765 for OPT/STEM OPT

Online Filing vs. Mailing Application

Online Filing

Save all required documents for OPT application on your computer.
Create online account with USCIS.
File I-765 for OPT.
Upload supporting documents in online application.
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Required Documentation if Filing Online

For filing the online I-765 Post-Completion OPT Application to USCIS

2 x 2 Photo of You

You will need to get a new passport style color photograph taken.

Review the [Department of State photo guidelines](#).

Form I-94

Retrieve I-94 at <https://i94.cbp.dhs.gov/>

If you have a paper I-94, include a copy both sides of the card

If you changed your status to F-1 and have not left the US since getting F-1 status, you will need to submit a copy of your I-797A approval notice.

Employment Authorization Document (EAD) or Government ID

Copy of previous EAD card, if you have ever had OPT(pre- or post-completion) or STEM OPT.

If you do not have an EAD, then you will need to submit a copy of your passport bio page.

*If your passport will be expiring within 6 months, you will need to write a letter acknowledging your passport expiration date and that you plan on renewing your passport before it expires.

*If your I-94 has your old passport number on it, then you will need to submit a copy of your current and your previous passport.

Previously Authorized CPT or OPT

Upload all copies of I-20s that have CPT authorization or any previous OPT or STEM OPT authorization.

Form I-20

I-20 with post-completion OPT recommendation from ISSS.

****Filing code is (c) (3) (B) for Post-Completion OPT***

Additional Information if Filing Online

For filing the online I-765 Post-Completion OPT Application to USCIS

Additional Information

Complete this section to give additional useful information that you would like USCIS to know.

**You are required to indicate any current or previous employment authorizations that have been authorized in your SEVIS record (CPT, OPT, STEM OPT from SJSU and/or other schools) (See next slide for details).*

Additional information may also include:

*Passport information: Only if your I-94 information or F-1 visa has your old passport number on it, then enter the expired passport information here.

*SEVIS ID number: If you have had a different SEVIS ID number, other than the number listed on your current I-20.

Additional Information if Filing Online

For filing the online I-765 Post-Completion OPT Application to USCIS

Additional Information Continued

Give the details of your currently authorized post-completion OPT

Also, If you had previous CPT authorization:

Section: Select %Evidence+

Question: %Previously authorized CPT or OPT+

Additional Information: Enter the type of employment authorization, indicate if part-time or full-time, degree level, authorization dates, and any receipt numbers (IOE or YSC) associated with the authorization.

Example for CPT: CPT; Full-time; Master's; Authorized (05/31/2020 - 08/15/2020).

Example for OPT: Post-Completion OPT; Full-time; Master's; Authorized (01/21/2021 - 01/20/2022); IOE123456789.

Required Documentation if Mailing

Assemble your documents using the suggested order below; held together by a paper clip or binder clip. Do not

Review and Mail to USCIS

For mailing the I-765 Post-Completion OPT Application to USCIS

Review your application prior to mailing to USCIS.

Review the [Form I-765](#) for the correct edition date and that you have signed the appropriate page.

USCIS will not accept a digital signature on the Form I-765.

We recommend that you make a copy of your entire application packet before mailing to USCIS.

Mail your entire application to the [USCIS lockbox](#).

You will mail to the lockbox location for Foreign students.

You will have to select the correct address based on how you are mailing your application.

We recommend using Fed Ex or UPS.

If you mail via USPS, then use tracking.

OPT Process

5. USCIS processes OPT application.

- a. Within 2-3 weeks of USCIS receiving your OPT application, a paper receipt (Form I-797) will be mailed to the mailing address that you provided as your mailing address in your application (Form I-765).
 - i. If you filed your application electronically, you will receive notification (that you application) (s

While I-765 is Pending

What you can do while your application is pending with USCIS.

1. Use [USCIS Case Status Online](#) to check the status of your application.
2. Look for a position directly related to your major field of study.
3. Practice being patient.
 - a. OPT applications can take 2-3 months, sometime longer for USCIS processing.
4. If you receive an RFE ±Request for Evidence or RFI ±Request for Information, please contact ISSS.

Reporting Responsibilities

During Post-Completion OPT

SEVP Portal

- “ Closer to your OPT start date, SEVP will send you a link to create a SEVP Student Portal Account. *
- “ We recommend creating the account using a non-SJSU email.

SEVP Portal

- “Report any employment, change in employment or personal information (living address) within 10 days.
- “Visit Study in the States

SEVP Portal Information

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Additional SEVP Portal Resources

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Unemployment on OPT

Post-Completion OPT

If you accrue more than 90 days of unemployment or you forget to report your employment information into the SEVP portal, then you are considered not to be maintaining status. A SEVP official may terminate your SEVIS record.

Travel While on OPT

To return to the U.S. you will need:

Approved Post-Completion OPT

- ½ Valid passport;
- " Valid F-1 visa;
- " I-20 with travel signature dated w/in 6 months;
- " Unexpired EAD card;
- " Employment verification or offer letter.

Risky to travel with a PENDING OPT application

1. If your OPT is denied after your program end date and you are not in the U.S., then you do not have an option to re-enter the U.S. and reapply for OPT.
2. Renewing your F-1 visa, can be risky during this time.

Inform ISSS if you are leaving the U.S. prior to your OPT end date with no plans to return and resume OPT.

Requesting an Updated I-20

We recommend that you request an updated I-20, once the following has occurred:

End of OPT

At the end of your OPT, you have a 60 day grace period after your OPT ends to do one of the following:

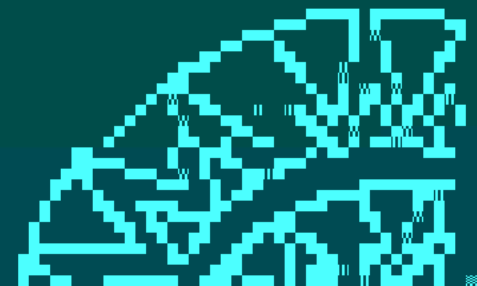
1. Get a new I-20 from SJSU to pursue a new degree program;
2. Transfer I-20 to another school to pursue a new degree program;
3. Leave the U.S.

***If you are eligible for the 24 month STEM OPT extension, you must get an I-20 with STEM recommendation from ISSS and file your application to USCIS prior to your post-completion OPT end date. Review ISSS webpage on [STEM OPT](#) for more information.**

If you have any questions about these options, please [schedule an appointment](#) with an ISSS Advisor.

iSpartan (ISSS Student Portal)

iSpartan - You will use this portal to submit requests to ISSS



THANK YOU!

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