Topics Covered in Tutorial

Optional Practical Training

Pre-Completion

Post-Completion

* This presentation will focus on Post-Completion OPT.

When to Apply

Post-Completion OPT

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We recommend that you apply early.

- Please see the ISSS webpage for <u>Post-Completion OPT</u> to find out the Fall, Spring and Summer Completion Term Dates to determine when you can submit the request to ISSS and eligib˛ F

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. Submit the [Post Completion Optional Practical Training I-20 Request](#) in iSpartan.
   b. 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: 06/15/2025. End Date: 06/14/2026.
      ii. You are not required to have a job to request post-completion OPT.
   c. Academic Department (Major Advisor or Graduate Program Coordinator) information will need to be added into the e-form. Name, title and email address.
      i. Your request will first be routed to your Academic Department for review.
      ii. Request will be routed to ISSS once your Academic Department reviews request.
      iii. 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**

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, <u>or your post-completion OPT application will be denied.</u>

          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 <u>date calculator</u> 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.   <u>If you are unable to file within 30 days, then contact ISSS for an updated I-20.</u>

    c.   Review checklist for documents needed to apply.

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

*You must choose <u>one</u> option. You cannot choose both options.

1. Online filing of <u>I-765</u>.
2. Mail application to <u>USCIS lockbox</u>.

Online Filing vs. Mailing Application

ISSS recommends that you file online. *You must choose <u>one</u> option. You cannot choose both options.*Do not file with USCIS until you have the I-20 with OPT recommendation from ISSS.*

<u>Online Filing</u>

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.
Receive same day notification, receipt number, that application has been filed with USCIS.

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<u>Mailing Application to USCIS</u>

Gather all required documents for OPT application.
Complete I-765.
Make a copy of your complete application, prior to mailing.
Mail application to USCIS.
If application is rejected, it will be returned to you. *If your application is returned to you, contact ISSS, to get a new I-20 (outside 30 day filing window).*

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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-20̨s 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) ÇÙ^^Á}^¢cÁ•|ãå^Á~[¦Áå^cæã|•DÈ

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 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.

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

<u>Example for OPT</u>: 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 after USCIS receives 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 online, then you will receive notification that your application was received on the day that you filed the application with USCIS.

        ii.   Review the receipt for any errors in your name or date of birth. If there are errors, please contact ISSS.

    b.   Processing of your OPT application can take 2-3 months, sometimes longer.

        i.   You cannot change your requested OPT dates, once you have filed/mailed your OPT application with USCIS.

        ii.   If your application is returned back to you (if you mailed it) or if you receive a RFE ‡Request for Evidence₵ from USCIS, please contact ISSS.

        iii.   As of April 3, 2023 USCIS offers premium processing.
            *Review the ISSS Post-Completion OPT webpage regarding this. ISSS does not recommend the premium processing option, as long as you have built in sufficient time (e.g. 2-3 months) to apply for OPT.

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.

Maintaining Status on Post-Completion OPT

Report employment and any changes in employment within 10 days of the change directly in your SEVP Portal Account.

All employment must be directly related to your major field of study.

Employment can be paid or unpaid, but needs to be at least 20 hours per week (full-time) to stop the unemployment clock.

Report living address and any change in living address within 10 days of the change directly in your SEVP Portal Account.

Do not exceed 90 days of unemployment.

Maintain a valid travel signature (endorsement) on your I-20.

Validity of 6 months, when on post-completion OPT.

Reporting Responsibilities

During Post-Completion OPT

SEVP Portal

SEVP Portal Information

Purpose

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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.	

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.

THANK YOU!