F-1 Optional Practical Training (OPT)
APPLICATION GUIDE

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Guide Overview

❖ What is OPT?
❖ When am I eligible for OPT?
❖ What is required of my job while I am on OPT?
❖ When do I apply for OPT?
❖ Instructions: OPT Application Process
What is OPT?

• Optional Practical Training (OPT) is a benefit of the F-1 student status.

• OPT is work authorization for employment in a position in your field of study.

• OPT is valid for up to 12 months (with a possibility of extension for STEM majors).

• During the OPT period, you maintain F-1 student status.
When am I eligible for OPT?

There are two types of OPT:

Pre Completion OPT
This type of OPT is used during a students annual vacation and at other times when school is in session OR while school is in session provided that the training does not exceed 20 hours per week. **However, it is recommended that students use Curricular Practical Training (CPT) instead of Pre Completion OPT.** Learn more about CPT on the ISPO webpage, at cpt.ucsd.edu.

Post Completion OPT
1. You must have been lawfully enrolled on a full-time basis for at least one academic year (3 quarters) on the same SEVIS number.
   • **NOTE:** You may count the time spent in a study abroad program toward the academic year requirement as long as time spent outside the USA was not more than 5 months. In addition, you may use time spent in another immigration status (e.g. E-2, H-4, etc…) to fulfill the academic year requirement.

2. You must be completing a higher degree level (BA/BS, MA/MBA, PhD) within the next 90 days OR you must not have completed your degree more than 60 days in the past.
What is required of my job while I am on OPT?

- A job offer is not required when you apply for OPT. However, you must find employment within 90 days of the start date of your OPT.
- Once you do get a job, it must be directly related to your major field of study.
- The employment can be full time or part time (no less than 20 hours per week) and it can be paid or unpaid.
  - You can have multiple employers at one time so long as your total working hours are not more than full time.
When do I apply for OPT?

The application for Post-Completion OPT must be received by USCIS:

- **No earlier than 90 days before** program completion
- **No later than 60 days after** your date of completion
## When do I apply for OPT?

<table>
<thead>
<tr>
<th>Graduating Quarter</th>
<th>Last Day of Quarter (Expected Completion Date*)</th>
<th>Earliest Day USCIS Can Receive Application</th>
<th>Last Day USCIS Can Receive Application</th>
<th>Possible Employment Start Date to Request</th>
<th>Earliest Day ISPO Can Receive OPT I-20 Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td>December 16, 2017</td>
<td>September 18, 2017</td>
<td>February 13, 2018</td>
<td>December 17, 2017 - February 13, 2018</td>
<td>Wednesday, September 13, 2017</td>
</tr>
<tr>
<td>Winter 2018</td>
<td>March 24, 2018</td>
<td>December 26, 2017</td>
<td>May 22, 2018</td>
<td>March 25, 2018 – May 22, 2018 (Choose a date 4/1 or later in order to be eligible for Cap Gap if you plan to apply for an H1B. Attend an OPT Information Session for clarification.)</td>
<td>Wednesday, December 20, 2017</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>June 15, 2018</td>
<td>March 19, 2018</td>
<td>August 13, 2018</td>
<td>June 16, 2018 – August 13, 2018</td>
<td>Wednesday, March 14, 2018</td>
</tr>
</tbody>
</table>

*If you are a PhD student, your expected completion date may be your defense date. Please view next few slides for more information*
**Instructions: OPT Application Process**

**STEP 1: Request your OPT I-20**

- **Complete the OPT Request Form**
  - You will complete the top half of the request form and sign.
  - Your academic advisor or graduate coordinator will complete the bottom half of the request form and sign.
  - Confirm your expected completion date with your academic advisor (undergraduate students) or graduate coordinator (graduate students).
  - Submit the completed and signed OPT Request Form by e-mailing to OPTRequest@ucsd.edu.

If you will be taking less than 12 units for your final quarter (Reduced Course Load for Half Time or Part Time Status), you must receive the RCL approval **before** applying for OPT.

**PhD students: If you will be on Filing Fee for your final quarter, you must submit your Filing Fee Approval with your OPT I-20 Request**
What is the “Requested OPT Start Date”?

- This is the date you are requesting to begin your OPT.
- You may choose a start date anytime from the day after your graduation up to 60 days later.
- Please reference Slide 6 for exact dates based on your Expected Completion Date.
- The Requested OPT Start Date will be notated on page 2 of your OPT I-20.
- The Requested OPT End Date is one year (365 days) after your Requested OPT Start Date.

Once USCIS receives the OPT Applications, you are not able to adjust your Requested OPT Start Date.
Instructions: OPT Application Process - STEP 1: Request your OPT I-20

What is the “Expected Completion Date”?

- The “Expected Completion Date” is the date you will complete your academic degree.
  - Undergraduate Students: This is the last day of the quarter in which your academic requirements are completed.
  - Graduate Students: This is the last day of the quarter in which your academic requirements are completed OR the Comprehensive Exam or Thesis/Dissertation Defense date.

Your Program End Date on your OPT I-20 will be updated to reflect your accurate Expected Completion Date.

<table>
<thead>
<tr>
<th>PROGRAM OF STUDY</th>
<th>MAJOR 1</th>
<th>MAJOR 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUCATION LEVEL</td>
<td>Management Science 52.1301</td>
<td>None 00.0000</td>
</tr>
<tr>
<td>BACHELOR'S</td>
<td>ENGLISH PROFICIENCY NOTES</td>
<td>EARLIEST ADMISSION DATE</td>
</tr>
<tr>
<td>PROGRAM ENGLISH PROFICIENCY</td>
<td>Student is proficient</td>
<td></td>
</tr>
<tr>
<td>Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>START OF CLASSES</td>
<td>START/END DATE</td>
<td>19 SEPTEMBER 2015 - 25 MARCH 2017</td>
</tr>
<tr>
<td>19 SEPTEMBER 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINANCIALS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Instructions: OPT Application Process - **STEP 1: Request your OPT I-20**

Please be aware of the required processing times:
- ISPO processing time = 10 business days
- USCIS processing time = 90 days

You can submit your OPT Application to USCIS within this 5 month window: up to 90 days before your program end date and up to 60 days after your program end date. Any applications received outside of this 5 month window will be automatically denied.

- **Earliest Date for USCIS to receive application:** 03/19/2017
- **Program Completion Date:** 06/16/2017
- **Last Date for USCIS to receive application:** 08/13/2017

Your OPT Requested Start Date must be within your 60 day grace period.
Example 1: Aia is completing her program on 06/16/2017 (Spring 2017 Quarter). She submits her OPT Application to USCIS on 04/10/2017 with a requested start date of 08/01/2017. She receives her EAD Card 90 days later, on 07/10/2017. Aia cannot begin working until her official OPT Start Date of 08/01/2017. Her end date is 07/31/2018.

Aia can submit her OPT Application to USCIS within this 5 month window: up to 90 days before her program end date and up to 60 days after her program end date. Any applications received outside of this 5 month window will be automatically denied.
**Example 2:** Peter is completing his program on 06/16/2017 (Spring 2017 Quarter). He submits his OPT Application to USCIS on 06/05/2017 and requests the start date of 08/13/2017. He receives his EAD Card 90 days later, on 09/05/2017. Peter cannot begin working until he receives his EAD card on 09/05/2017. His end date is 08/12/2018 because the OPT End Date cannot be more than 14 months after the program end date. Therefore, Peter has 11 months of OPT instead of 12 months (09/05/2017-08/13/2018).
After 10 Business Days you will receive an e-mail to pick up your OPT I-20.

Check Your OPT I-20 for Accuracy

Name and Country of Birth/Country of Citizenship
Be sure your name is spelled and spaced exactly as it appears on your passport. Also confirm that your Country of Birth and Country of Citizenship reflect what appears in your passport.

Education Level and Major(s)
Confirm that your education level reflect the degree you are currently completing (ex: PhD candidate graduating with a Terminal Master’s). Also, confirm that your major(s) are most up to date.

School Attestation
Check for a ISPO advisor signature.

Date Issued
USCIS must receive your complete OPT Application within 30 days of this date.

Student Attestation
Remember to sign and date here.
# Instructions: OPT Application Process - STEP 1: Request your OPT I-20

## Check Your OPT I-20 for Accuracy

### Start and End Dates
These are the dates that you wrote on the OPT Request Form. Your EAD Card will have these same dates when your OPT is approved unless USCIS does not complete processing your OPT Application by the requested start date. To ensure you receive your requested start date, apply at least 90 days before your request start date, if possible.

### Status
The OPT I-20 issued by ISPO shows the requested OPT status because USCIS adjudicates (approves) your OPT Application request.

### Full/Part Time
If you are applying for Post Completion OPT, this will show “Full Time” requested.

### Type of OPT
Be sure the type of OPT is Post Completion OPT unless you have met with an advisor and discussed applying for Pre Completion OPT.

### Travel Endorsement
Check for ISPO Advisor signature. Your Travel Signature is valid for 6 months during OPT instead of 12 months.
Instructions: OPT Application Process - STEP 1: Request your OPT I-20

- You will receive an information sheet with your OPT I-20 too. This information sheet is for you to keep. **Do not mail this information sheet to USCIS.**

- The information sheet has reminders and information for you regarding mailing your OPT Application and next steps, so please read it thoroughly.
Instructions: OPT Application Process

STEP 2: Prepare Your Application Materials

- 2 U.S. Passport photos
- Check for $410 Fee
- Original Form I-765
- Photocopy of OPT I-20
- Electronic I-94 record OR photocopy of paper Form I-94 (both sides)
- Photocopy of passport biography page
- Photocopy of most recent U.S. visa
- Optional: Form G-1145 to receive e-Notification of receipt from USCIS

All documents must be printed on standard 8.5”x11” white paper

**USCIS no longer requires students submit copies of all of their previous I-20s. (May 17, 2017)**
Instructions: OPT Application Process - STEP 2: Prepare Your Application Materials

- 2 U.S. Passport Photos

- Photo must be taken within the last 30 days.

- Photo must be 2”x2”. For exact specifications, visit the U.S. Department of State webpage.

- Lightly print your full name (pen or pencil) AND your SEVIS Number (N000…) on the back of each photo.

- Photos must be professionally taken. ISPO recommends having photos taken at Imprints in the Price Center.
Instructions: OPT Application Process  - STEP 2: Prepare Your Application Materials

- Check for $410 Fee
  - Fee can be paid by a personal check, money order, or cashier’s check.
  - It is okay if the name or address in the top left is not the same as the applicant’s information.
  - The check should be made payable to “U.S. Department of Homeland Security.”
  - The “memo” or “for” section should state “I-765 OPT Application.”
  - Write your SEVIS Number anywhere on the front of the check.
Original Form I-765

- Download the most updated version of Form I-765 at the USCIS website
- Leave questions that do not apply to you blank.
- Application must be completed in black ink or typed.

### STEP 2: Prepare Your Application Materials

#### Form I-765

1. Download the most updated version of Form I-765 at the USCIS website.
2. Leave questions that do not apply to you blank.
3. Application must be completed in black ink or typed.

#### Instructions

- **Application Process**
- **STEP 2: Prepare Your Application Materials**

1. **Original Form I-765**
   - Download the most updated version of Form I-765 at the USCIS website.
   - Leave questions that do not apply to you blank.
   - Application must be completed in black ink or typed.
Instructions: OPT Application Process - STEP 2: Prepare Your Application Materials

Original Form I-765

1. Write your complete name exactly as it appears in your passport. Your family name should be written in CAPITAL LETTERS. Your first and middle names should be written in capital and lowercase letters.

2. List other names you might use or have used on official documents such as an American name or a maiden name.

3. List your mailing address where you will receive the I-797 Receipt Notice, the Approval Notice, and the EAD Card. This address needs to be valid for the next 3-5 months, in case you receive an RFE. If you will be moving in the next 3-5 months, you can use the address of a friend or family member. You must write “C/O” (in care of) to give this person permission to accept your documents.

-START HERE - Type or print in black ink.

I am applying for:

☐ Permission to accept employment.
☐ Replacement (of lost employment authorization document).
☐ Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name
   - Family Name
   - First Name
   - Middle Name

2. Other Names Used (include Maiden Name)
   - Family Name
   - First Name
   - Middle Name

3. U.S. Mailing Address
   - Street Number and Name
   - Apt Number
   - Apt. 2B
   - Town or City
   - State
   - ZIP Code

La Jolla
LA JOLLA CA 92038

☐ USPS will not forward mail from USCIS! Be very careful what address you use in #3!
Instructions: OPT Application Process

- **STEP 2: Prepare Your Application Materials**

- **Original Form I-765**

- **#4:** Write your Country of Citizenship as it appears in your passport.

- **#5:** Write your Place of Birth as it appears on your passport.

- **#6:** Write your date of birth in the following format: mm/dd/yyyy.

- **#7:** Check the box that corresponds with your gender.

- **#8:** Check the box that corresponds with your marital status.

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**Form I-765**

4. **Country of Citizenship or Nationality**
   - South Korea

5. **Place of Birth**
   - Town or City: Seoul
   - State/Province: South Korea

6. **Date of Birth (mm/dd/yyyy)**
   - 08/15/1990

7. **Gender**
   - [ ] Male
   - [x] Female

8. **Marital Status**
   - [x] Single
   - [ ] Married
   - [ ] Divorced
   - [ ] Widowed
Instructions: OPT Application Process  

**STEP 2: Prepare Your Application Materials**

- **#9b**: If you have a Social Security Number, write it here. If you do not have one, leave it blank.

- **#10**: Check ‘Yes’ if you would like to be sent a Social Security card. Note: If you already have a SSN, you can check ‘Yes’, and you will be sent a replacement card. If you do not already have a SSN, you can check ‘Yes’ and you will be mailed a SSN card.

- **#11**: If you mark ‘Yes’ for #10, you must mark ‘Yes’ for #11.

- **#12a and 12b**: Fill these two sections out if you answered ‘Yes’ to #10.
# Instructions: OPT Application Process - STEP 2: Prepare Your Application Materials

### Original Form I-765

1. **#14:** Write the 11-digit number found on your electronic I-94 record or found on the top of your I-94 card.

2. **#11:** Check "Yes" or "No" if you received prior employment authorization from USCIS. If your answer is "Yes" and the EAD was granted, write "Granted", the name of the USCIS office, the date your EAD card was issued, and attach a copy of your EAD card. If denied, write "Denied".
   
   **NOTE:** Select "No" if your application was withdrawn prior to approval or if you received Curricular Practical Training (CPT) because this type of employment authorization was issued by ISPO.

3. **#13a and 13b:** Fill these two sections out if you answered 'Yes' to #10.

### Example Form I-765

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.a.</td>
<td>Family Name (Last Name)</td>
</tr>
<tr>
<td>13.b.</td>
<td>Given Name (First Name)</td>
</tr>
<tr>
<td>14.</td>
<td>Alien Registration Number (A-Number) or Form I-94 Number (if any)</td>
</tr>
<tr>
<td>15.</td>
<td>Have you ever before applied for employment authorization from USCIS?</td>
</tr>
</tbody>
</table>

- **Yes (Complete the following questions):**
  - Which USCIS Office? [ ]
  - Dates [ ]
  - Results (Granted or Denied - attach all documentation) [ ]

- **No (Proceed to Item Number 16):** [ ]
**Instructions: OPT Application Process - STEP 2: Prepare Your Application Materials**

- **Original Form I-765**
  - **#16:** Write the last day (mm/dd/yyyy) you entered the USA. This is recorded on your electronic I-94 record and can be found on the red and/or blue stamp on your I-94 card.
  - **#17:** Write where you entered the USA. This can be found in your electronic travel history attached to your electronic I-94 record and is written on the red/or and blue stamp on your I-94 card.
  - **#18:** Write your current immigration status. You are currently a “Student.”
  - **#19:** Write the status in which you last entered the USA. If you entered with an I-20 then you entered in “F-1 Status.”
  - **#20:** For post-completion OPT, the code is: (c)(3)(B). It does not matter if the letters or capital (ex: B) or lowercase (ex: b) but be sure it does not appear as a number 6.
  - **#21:** Leave question 21 blank. This does not apply for standard post-completion OPT.
Instructions: OPT Application Process - STEP 2: Prepare Your Application Materials

Original Form I-765

#22 and #23: Leave questions 22 and 23 blank. These do not apply for standard post-completion OPT.

Sign your name

Write today’s date

Write your telephone number

*Your signature cannot touch the box.*
Instructions: OPT Application Process - STEP 2: Prepare Your Application Materials

- Photocopy of OPT I-20
  - Include copies of all three pages.
  - Sign the original I-20 but mail the copy.
  - Check requested OPT start and end dates on page 2.
Instructions: OPT Application Process - STEP 2: Prepare Your Application Materials

Electronic I-94 record OR photocopy of paper Form I-94 (both sides)

- You will have a card form of the I-94 if you have not travelled into the USA since April 2013 OR if you were inspected at a land border (such as the land port of entry at Tijuana).

- You will have an electronic I-94 record if you travelled into the USA after April 2013 and entered by air or sea. Your I-94 record can be found here: www.cbp.gov/i94.
Instructions: OPT Application Process - STEP 2: Prepare Your Application Materials

- Photocopy of passport biography page

  • Be sure the entire MRZ Code is visible.

If your most current visa is in an old passport, please include copies of both passport biography pages AND a short letter to USCIS explaining the situation.
Instructions: OPT Application Process - STEP 2: Prepare Your Application Materials

- Photocopy of most recent U.S. visa

  - Visa does not need to be valid.
  - Visa may or may not have UC San Diego under “Annotation.”
  - Be sure the entire MRZ Code is visible.

If you were approved for a change of visa status within the U.S. (example: Change from E-2 to F-1) then you will not have the F-1 visa sticker in your passport. Instead, please include a copy of your I-797 receipt notice showing the approved change of status.
**Instructions: OPT Application Process - STEP 2: Prepare Your Application Materials**

- **Optional: Form G-1145 to receive e-Notification of receipt from USCIS**

  Use this form to request a text message and/or email when USCIS accepts your form.

  Form G-1145 can be found on the USCIS webpage: [https://www.uscis.gov/g-1145](https://www.uscis.gov/g-1145).
Instructions: OPT Application Process

STEP 3: Mail Your Application Materials

Regular U.S. Postal Delivery:  
(Certified Mail/Return Receipt)
U.S. Citizenship and Immigration Services
P.O. Box 21281
Phoenix, AZ 85036

Express Mail Delivery:
(e.g. Federal Express, UPS, etc.)
U.S. Citizenship and Immigration Services
Attn: AOS
1820 E. Skyharbor Circle S, Suite 100
Phoenix, AZ 85034

NOTE: Do not use the PO Box address listed if you are sending your package via express mail. Courier services, such as FedEx and UPS require a physical street address.

Mailing Address Outside of California
If your mailing address is outside of California, please send your package to the appropriate USCIS Lockbox Facility in your area. Addresses are listed on the I-765 application instruction form at www.uscis.gov.
Remember…

- USCIS **must receive** your OPT Application within 30 days of the Date Issued on page 1 of your OPT I-20.
- USCIS must receive your OPT Application within your 5 months window (no later than 60 days after your program end date).
- Your OPT Application must be mailed to USCIS from within the USA.
\section*{Instructions: OPT Application Process}

\textbf{STEP 4: Receive Notices and EAD Card}

- USCIS will send three* pieces of mail to the address you list on Form I-765*:
  1. Receipt Notice
  2. Approval Notice
  3. Employment Authorization Documents

If you receive an RFE (Request for Further Evidence), it will also be mailed to the address you listed on your Form I-765. You will receive an RFE if your application is incomplete, illegible, or has other errors. Receiving an RFE will prolong your processing period. Visit \url{opt.ucsd.edu} for information regarding how to respond to an RFE.

*As a reminder, the address you list on Form I-765 (#3) must be an address where YOU will be living for the next 3-5 months OR you can designate a friend or family member to receive your documents on your behalf by writing, “c/o Name of Friend/Family Member, Address.” The U.S. Postal Service cannot forward mail from USCIS.
Instructions: OPT Application Process - STEP 4: Receive Notices and EAD Card

❖ Receipt Notice

• Once you have your Receipt Notice, you can use the Receipt Number to track your case status online:
  https://egov.uscis.gov/casestatus/landing.do
Lost Receipt Notices and EAD Cards

❖ If you have waited for more than one month (4 weeks) and have not received a Receipt Notice, ISPO recommends that you contact the USCIS Customer Service Line to inquire about your application.

❖ If your OPT Application has been pending for 75-90 days, you can contact the USCIS Customer Service Line by calling the number provided on your Receipt Notice.

❖ **USCIS will not discuss a student case with an ISPO Advisor unless the OPT Application has been pending for more than 90 days.**

❖ For more information about USCIS Service, please review the USCIS webpage: https://egov.uscis.gov/crisgw/go?action=offices.
Lost Receipt/Approval Notices and EAD Cards

❖ If your EAD Card is lost in the mail, please submit a Replacement EAD Card Application immediately.
❖ Information regarding the Replacement EAD Card can be found at the Employment Authorization Document webpage on the USCIS site.
Thank you for reading the OPT Application Guide

Please return to the OPT Webpage (opt.ucsd.edu) for next steps.

employment@ucsd.edu
Office Hours: Monday-Friday 9am-4pm