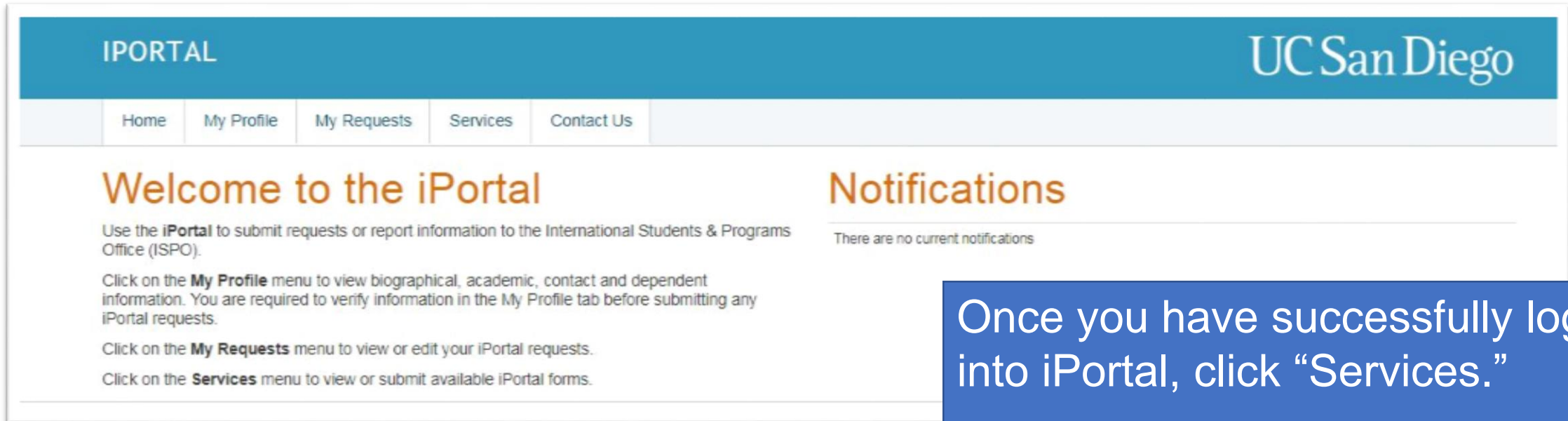# OPT I-20 Request - Guide

Use this guide to submit an OPT I-20 Request through iPortal

Last updated: 3/13/2020

UC San Diego
InternationalStudents
&Programs**Office**

Steps for OPT I-20 Request

Once you have successfully logged into iPortal, click "Services."

On the Services page, click "Start" next to *Optional Practical Training (OPT) I-20 Request Form*

Steps for OPT I-20 Request

Thoroughly read this page!

This page details exactly what digital PDFs you must have prepared <u>before</u> submitting the OPT I-20 Request.

Steps for OPT I-20 Request

- Select what type of OPT you are applying for
  - If you select "Pre Completion OPT" you will be asked to confirm that this is the type of OPT you plan to apply for. It is recommended that students use Curricular Practical Training (CPT) instead of Pre Completion OPT. Please discuss with an ISPO Advisor if you have questions.

Steps for OPT I-20 Request

- Select your Level of Study
  - If you select "Bachelors" then you must indicate the "Undergraduate DDA Confirmation."
  - If you select "Terminal Masters" you are indicating that your program has changed from a PhD to an MA. You will be required to upload a letter or e-mail from Graduate Division (**not from your Graduate Coordinator**) confirming that (1) you are eligible to graduate with a Terminal MA and (2) the exact date you have completed/will complete all requirements for the Terminal MA.
  - If you select "Master," "Doctorate," or "Terminal Master" you will be asked if you will be working on campus during your final quarter. If you answer "Yes," then you will be asked for your last date of employment. Please note that your last date of employment cannot be after your program end date (date of defense **or** comprehensive exam **or** last date of quarter enrolled, whichever is later) unless you are a TA or GSR and you responsibilities require that you work after the quarter has ended to submit grades. In this case, you cannot work beyond the last date of the month.

Steps for OPT I-20 Request

- Select your expected term of completion
  - You must type the year of the quarter in which you are completing. The Program End Date on your OPT I-20 will reflect this date.
  - If you select "Date of comprehensive exam or thesis/dissertation" you must type the exact date of the exam **or** the exact date of your defense date.

Steps for OPT I-20 Request

- Select if you will be working off campus in a paid position in your final graduating quarter
    - If you select "Yes" you will be asked if you have submitted your Curricular Practical Training (CPT) Request to ISPO. **If you have not submitted your CPT Request to ISPO, you will not be able to continue with the OPT I-20 Request.**

Steps for OPT I-20 Request

- Select the scenario that best describes your enrollment status for your final graduating term.

  - If you select "I am a graduate student intending to pay filing fee" OR "I will be enrolled in less than 12 units in Fall, Winter, or Spring term" you will be asked if you have submitted your Reduced Course Load (RCL) Request Form for ISPO. **If you have not submitted your RCL Request to ISPO, you will not be able to continue with the OPT I-20 Request.**

Steps for OPT I-20 Request

- Enter a personal non-UCSD email address

- Confirm payment of the Post-Completion OPT Administrative Processing fee on CVENT for $100. Please note that this fee is different than the fee you will submit in your OPT Application to USCIS for $410. You will be required to upload a document proving the fee has been paid.

  - For students who **have not** been offered a Postdoctoral Scholar position at UC San Diego for your OPT period, pay the fee and upload a copy of the email confirmation page for the ISPO Post-Completion Employment Fee.

  - For students who **have accepted** a Postdoctoral Scholar position at UC San Diego for your OPT period, your department will pay the fee for you and you will receive an automated e-mail receipt. Upload a copy of the receipt of the online fee payment **and** a copy of your Post-Doctoral Appointment letter.

Steps for OPT I-20 Request

- Enter your requested OPT Start Date
  - If you are applying for Post Completion OPT, you must select a start date from the day after your program end date to 60 days after your program end date. Please reference the "OPT Timeline" drawer on the OPT webpage for more information.
  - If you are applying for Pre-Completion OPT, please remember that USCIS takes 90 days to process an OPT Application. Your requested OPT start date will depend on your job offer and the 90 days you must wait for the OPT Application to be approved. Please meet with an ISPO Advisor for further clarifications.

- Enter your requested OPT End Date
  - If you are applying for Post Completion OPT, this date cannot be more than 365 days after your requested OPT Start Date.
  - If you are applying for Pre Completion OPT, this date cannot be more than 365 days after your requested OPT Start Date, but will likely be much less, depending on your job offer. Please meet with an ISPO Advisor for further clarifications.

Steps for OPT I-20 Request

- Confirm that you are in the U.S.
  - You must be in the U.S. to submit an OPT Application to USCIS.

- Confirm how you would like your OPT I-20 delivered

Steps for OPT I-20 Request

- Profile Information Review
  - You may only edit your "Preferred Contact Information" and "Current Dependents Information" if necessary.

- Application Review/Upload Required Documents
  - Thoroughly review your request. Please click "Edit" if you need to edit any information. Once submitted, you cannot make further changes to your request.
  - Upload the required documents.
  - You may add comments for the ISPO Advisor to review.
  - Select that you certify that accuracy of the information in your request.

OPT I-20 Request Submitted

- Once submitted to iPortal, you can review the status of your request by clicking "My Requests."
  - From the My Requests page, you can review the Processing Times and the Status Definitions.
  - Please note that all OPT I-20 Requests will be routed to your College Advisor/Graduate Coordinator to confirm the accuracy of your academic program information. Once approved, it will automatically be submitted to ISPO.