OPTIONAL PRACTICAL TRAINING

Part 1: Eligibility and Intro to OPT

International Studies Office
lssp.virginia.edu
OPT Mini-Series

Section 1: Eligibility & Intro to OPT
Section 2: OPT Checklist
Section 3: How to Complete I-765
Section 4: Application Requirements
Section 5: Responsibilities During OPT
What is OPT?

Allows for off-campus work authorization for F-1 students in their primary field of study.

- Students do not need an offer letter to apply for OPT.
- Students must be in full-time F-1 status for at least one academic year.
- Apply in your final semester of study no more than 90 days before your program end date.
OPT and CPT Usage

• If you used 1 year or more of full-time **Curricular Practical Training (CPT)**, during your current degree level, you do not qualify for OPT.

• Part-time CPT should not count towards OPT disqualification.

• Heavy CPT usage (part-time or full-time) may result in additional scrutiny of your OPT application. Be prepared to provide evidence of all prior CPT I-20s, as well as the academic work related to your CPT.
Types of Qualifying Employment

During your 12-month OPT period, OPT employment must be a minimum of 20 hours per week in a job directly related to your degree program. It is the student’s responsibility to demonstrate relationship between coursework and employment. Here are types of employment permitted:

• Paid employment
• Multiple employers
• Work for hire (commonly referred to as 1099 employment)
• Self-employed business owner (must obtain proper business licenses)
• Employment through an agency
• Volunteers or unpaid interns (Post-Completion OPT only. Not eligible for OPT STEM Extension)
OPT Start Date

• Your OPT start date is the date that your 12 months of work authorization begins.
• OPT start date must be within the 60-day grace period after the program completion date.
• The requested start and end dates will be noted on page 2 of your new OPT I-20
• The end date will be 1 year from your start date (i.e. July 2, 2021 to July 1, 2022)

IMPORTANT: Once USCIS receives your OPT application, it is not possible to change your OPT start and end dates.
Tip: Apply early. Average processing time is 3-5 months.

Tip: When selecting your OPT start date, don’t select holidays or weekends.
Application Process Overview

1. Review our F-1 OPT webpage and our tutorial

2. Initiate the OPT Request Process through ISSP Connect. Submit only 1 request. You can return to an incomplete application by logging onto ISSP Connect. Remember to click on the ‘submit’ button when you have completed the application.

3. You will receive an email when your OPT I-20 has been uploaded to your application. Log onto ISSP Connect and retrieve your I-20 from the Documents section of your OPT application.

4. Review our OPT Filing Instructions page. OPT I-20 and full OPT application must be in the hands of USCIS no later than 30 days after the OPT I-20’s issue date. Do not e-file your application.
   - Do not use an electronic signature on your I-765. Use a wet blue ink for all signature and dates.
   - Obtain a tracking number when mailing your application.
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Part 2: OPT Checklist

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OPT Application Checklist

- 2 U.S. Passport Photos taken within the past 30 days.
- USCIS Fee of $410. Always check USCIS webpage for any fee changes.
- Form G-1145, e-notification form
- Original Form I-765. Don’t forget to sign in wet ink. No e-signatures.
- Copy of OPT I-20 issued by ISO within the past 30 days. Don’t forget to sign in wet ink. No e-signatures.
- Copy of valid passport biographical page
- Copy of latest F-1 visa stamp
- Printout of electronic I-94 record, or copy of paper Form I-94
- Copies of all previous I-20s (from UVA and previous schools, if applicable)
Passport Photo Requirement

The photos required to use for the OPT application must meet the specifications of U.S. style passport photos. To see a full description of these specifications, go to the U.S. Department of State website.

- Submit two identical color passport photos taken within the past 30 days.
- DO NOT use old photos you used for your passport or visa applications. You will get denied.
- Write your name and SEVIS number lightly in pencil on the back of both photos. Do not damage the photo surface by pressing hard while writing.

Tip: USCIS has been strictly examining photos. ISO recommends students have their photos taken professionally.
USCIS Fee

- Check, Money Order, or Credit Card for $410. Always check USCIS website for fee.
- Check or Money Order should be made payable to “U.S. Department of Homeland Security” with SEVIS number in the memo line. Money orders can be purchased at banks, post office, and some local grocery stores. Make sure a name and address are printed on the check.
  - Do not use “temporary checks” often issued by the bank when opening a new account. These checks have no name or address in the upper left hand corner.

Credit Card (not recommended by ISO)
- Submit form G-1450 for the proper amount. Credit card must have U.S. billing address. Ensure you sign G-1450 and that the financial institution will clear your transaction the first time.
Form G-1145 (e-Notification)

- Attach to top of OPT application packet
- Use Form G-1145 to request text and/or email notification(s) regarding your application.
Check your OPT I-20 for accuracy

1. Check your Educational Level (i.e. PhD candidate decides to graduate with a Masters)
2. Program End Date
3. Student Attestation
4. School Attestation: USCIS must receive your application within 30 days of the “Date Issued” date on Page 1, not the travel signature date.
5. OPT Start and End Dates
6. Your will receive a new travel signature at the time you request your OPT I-20
UVa OPT I-20 (all pages):

• Must be received by USCIS within 30 days of DATE ISSUED on page 1

• Original must be signed by an ISO advisor

• Original must be signed by the student at the bottom of page 1.

• The requested OPT start and end dates will appear on page 2.

• Mail the original OPT I-20. All other I-20's will be mailed as copies
Photocopy the passport biographical page with photo and passport expiration date. Copy your valid passport, even if it is not the passport you most recently used to enter the U.S.

Photocopy the F-1 visa, if applicable. Visa may be expired.
Photocopy of I-94

The I-94 can be:

• An **electronic I-94**. Visit [www.cbp.gov/i94](http://www.cbp.gov/i94) to access and print your record

• A **paper I-94 card** stapled into your passport. Include a copy of both sides, even though the back side may be blank.

• A copy of an **I-797 Change of Status Approval Notice** which includes a new I-94

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Electronic I-94 Record

Paper I-94 (front)  Paper I-94 (back)
Photocopies of all previous OPT and CPT I-20s

- Include copies of all previous I-20s at UVA and previous institutions
- Old and new versions of the I-20 are acceptable
- Copy all pages except the instruction page
- Keep original for your records
Photocopy of Previous EAD(s), if applicable

• If an EAD was received in the past, include a copy of the front and back of card
• Can be from OPT approved at a prior institution or different educational level
• Include previous OPT I-20s and I-797 notice of approval as well, if available.

Example only. Your EAD card will have different categories, dates and information listed
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Part 3: How to Complete I-765

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IMPORTANT: Download the I-765 from the USCIS website. Use the current version. It’s best to download the form just before mailing the application since USCIS updates it frequently.

How to fill out Form I-765

• Review I-765 instructions on USCIS webpage
• Page 3, #27 use code (c)(3)(B) for Post-Completion OPT
• Type within the Form. Sign in wet ink.
• Answer all questions fully and accurately.
• If a question does not apply to you, type or print “N/A” or “None”
• Print and complete all pages.
• Contact ISO with any questions.
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Part 4: OPT Application Requirements

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The Application Deadline

- USCIS must receive your complete OPT application no later than 30 days after the OPT I-20 issue date on page 1. The issue date is located next to the advisor’s signature on page 1 of the OPT I-20. Please account for mailing time.
- Additionally, USCIS must receive your application before the end of your 60-day grace period.
- Track the status of your mailed application to be certain it was delivered on time.
### Mailing your application to USCIS

ISO strongly recommends using an express carrier such as FedEx or UPS to deliver your OPT application.

<table>
<thead>
<tr>
<th>If the mailing address on the I-765 is in...</th>
<th>Mail your application to:</th>
</tr>
</thead>
</table>
| Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Northern Mariana Islands. | USCIS Phoenix Lockbox  
**For U.S. Postal Service (USPS):**  
USCIS  
P.O. Box 21281  
Phoenix, AZ 85036  
**For FedEx, UPS, and DHL deliveries:**  
USCIS  
Attn: NFB AOS  
1820 E. Skyharbor Circle S  
Suite 100  
Phoenix, AZ 85034 |
| Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, **Virginia**, U.S. Virgin Islands, or West Virginia | USCIS Dallas Lockbox  
**For U.S. Postal Service (USPS):**  
USCIS  
P.O. Box 660867  
Dallas, TX 75266  
**For FedEx, UPS, and DHL deliveries:**  
USCIS  
Attn: NFB AOS  
2501 S. State Hwy. 121 Business  
Suite 400  
Lewisville, TX 75067 |
I-797 Notice of Action & USCIS Case Tracking

• You will receive an I-797 Notice of Action in the mail within 2-4 weeks after mailing your OPT application to USCIS.
• Visit https://egov.uscis.gov/casestatus to check your case status.

CASE STATUS ONLINE

Use this tool to track the status of an immigration application, petition, or request.

Enter a Receipt Number

CHECK STATUS

PRIVACY ACT STATEMENT

• You can track the status of your OPT application with your receipt number on your I-797. DO NOT LOSE YOUR I-797. Make a copy for your records and keep in a safe place.
• Verify your name, date of birth and address on your I-797 receipt notice. If incorrect, please contact the USCIS service center listed on your I-797.
Application Problems – RFE or Rejection/Denial

Request for Evidence (RFE)
If there is a problem with your application, USCIS may send you a notice by mail. An RFE does not mean that your application has been rejected. It simply means that you need to send in additional documents before your EAD can be issued. Getting an RTI will delay the processing of your application. Contact the International Studies Office immediately so we may assist you with your application.

Rejection/Denial
In some cases, if too many items are missing from your application, USCIS will return the entire application to you. If this happens, you must make the corrections and send the application before the end date of your 60-day grace period. Contact the International Studies Office immediately so we may assist you with your application.

To avoid delays, review your application materials carefully for completeness and sign all the forms before mailing to USCIS.
The Employment Authorization Document (EAD)

- Review card to make sure the information is accurate. If not, contact an ISO advisor.
- Present your EAD to employers as proof of your legal work authorization in the United States.
- The EAD is a required document for entry to the U.S. during OPT.
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Part 5: Responsibilities During OPT

International Studies Office
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Your Responsibilities During OPT

1. Reporting Requirements
2. Employment Requirements
3. Travel Documents for Re-entry
4. Applying for an F-1 Visa on OPT
The Student Exchange Visitor Program (SEVP) has its own “SEVP Portal” for students on OPT and OPT STEM. You will receive an email with instructions on how to create an account.

You are required to report any changes in address or employment through the portal within 10 days of change.

If you are unable to access SEVP Portal, please report employment on ISSP Connect using the “OPT Employment Update” form.

Beware of scams! SEVP will never ask you for payment to register for the SEVP Portal.
Employment Requirements

• You must work a minimum of 20 hours per week in a position related to your field of study.
• You cannot exceed more than 90 days of unemployment while on OPT. Days of unemployment prior to your EAD start date do not count towards the 90 days of unemployment. It is your responsibility to keep record of your employment history and any periods of unemployment.
# Travel Documents for Re-entry to United States

<table>
<thead>
<tr>
<th>Documents</th>
<th>Before Completing Program and Before EAD Issuance</th>
<th>After Completing Program and Before EAD Issuance</th>
<th>After Completing Program and After EAD Issuance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid Passport</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Valid F-1 visa stamp (if applicable)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>OPT I-20 with valid travel endorsement signed within 6 months by an ISO Advisor</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Evidence of continued enrollment (e.g. Enrollment Certificate)</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of financial support</td>
<td>Strongly recommended</td>
<td>Strongly recommended</td>
<td>Strongly recommended</td>
</tr>
<tr>
<td>OPT Receipt: I-797 Notice of Action</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Job offer letter from employer</td>
<td></td>
<td>Strongly recommended</td>
<td>✓</td>
</tr>
<tr>
<td>EAD (Employment Authorization Document)</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
Travel Tips

• Avoid long absences from the US during the OPT period. Time spent outside of the US while unemployed by a US employer counts toward your 90 days of unemployment.
• Attempting to re-enter the U.S. close to the expiration date of your OPT can be risky.
• You must not enter the U.S. in a status other than F-1. This may result in the loss of your OPT eligibility.

Travel after Program Completion, but before OPT Card is received

• There is a higher risk associated with travel and return while your OPT is pending after the program completion date. If there are any problems with your application, you may not be able to respond to USCIS in a timely manner, which could delay processing of your EAD.
• If your OPT application is denied while outside the US, you will not be able to re-enter the US in F-1 status and will not be able to reapply.
Applying for F-1 Visa on OPT

If you are traveling abroad and your F-1 visa has expired, you must obtain a new F-1 visa before returning to the U.S. When going to your visa interview, bring the documents below.

• Valid Passport
• Valid I-20 with travel endorsement from UVA ISO Advisor within the past 6 months from the date of return to U.S.
• Unexpired EAD Card
• Job offer letter or proof of current employment directly related to your field of study
• Evidence of sufficient funds (e.g. a bank statement, a letter from sponsor or a job offer letter)
Options After Post-Completion OPT

**Further Education**
OPT is granted once per degree level. OPT STEM can be granted twice, but only once per degree level. Outside of employment, you can remain in the United States by pursuing a new degree program.

**OPT STEM Extension**
If you are in a STEM program, you are eligible for an additional 2 years of employment. Apply 90 days before your OPT authorization expires. Visit issp.virginia.edu for more information.

**Change Your Status**
Examples: Change of status to H1b through employer, or change of status to F-2 through spouse. Contact an immigration attorney to learn more about other visa types to remain in the United States.

**Depart the United States**
After OPT authorization ends, you are permitted 60 days to remain in the United States, after which you must depart or change your status.
Resources

ISO Website
• [https://issp.virginia.edu/f-1-optional-practical-training-opt](https://issp.virginia.edu/f-1-optional-practical-training-opt)

ISSP Connect
• [Connect.issp.virginia.edu](https://Connect.issp.virginia.edu)
• OPT Application
• Make an appointment with an ISO Advisor

USCIS Website
• [https://www.uscis.gov/i-765](https://www.uscis.gov/i-765)

Email
• issp@virginia.edu