



# Optional Practical Training (OPT) Tutorial

Presented by:  
Center for International Education

# Session Topics

- ❑ Post-completion OPT eligibility & Application deadlines
- ❑ OPT Application Process Overview
- ❑ Application Forms & Required Supporting Documents
- ❑ Prepare and Mail your Packet to USCIS
- ❑ Maintaining F-1 Status during OPT
- ❑ Traveling & Health Insurance during OPT
- ❑ OPT is ending, now what?
- ❑ Helpful Resources





# Post-Completion OPT, Eligibility, and Application Deadline

# International Student Employment

## 1. On-Campus

## 2. Practical Training:

- Curricular Practical Training(CPT)
- ***Optional Practical Training (OPT)***
- *24-Month STEM OPT Extension*
- *Cap Gap Extension*



## 3. Off-Campus:

- Severe unforeseen financial hardship,
- Internship with a qualifying International Organization

❖ *Violation to employment regulations will lead to the termination of the student's SEVIS record!*

# What is Post-completion Optional Practical Training (OPT)?

- Employment benefit for F-1 Visa Students
- Authorization to work in the U.S. for up to 12 months
- Training takes place after the academic program end date

## OPT Allows for:

- ❖ Part-Time/Full-Time Work
- ❖ Training related to your major field of study.
- ❖ Training anywhere in the US.
- ❖ Training in a variety of Types of Employment



# Eligibility



Must be in lawful F-1 Status

Have been enrolled in a full course of study for at least one academic year

Be in good academic standing

Have completed, or be in the process of completing all degree-required coursework

Have not already been granted OPT at your current degree level, or exceeded 12 months of Full-Time CPT

Must apply during the application period & comply with deadlines

# Application Deadline



Apply no earlier than 90 days before program completion, and no later than 60 days after program completion

IF APPLYING FOR THE FOLLOWING TERM:	PROGRAM END DATE/ GRADUATION DATE	SUBMIT APPLICATION TO CIE BETWEEN:	AVAILABLE OPT START DATES:	USCIS MUST RECEIVE YOUR APPLICATION BETWEEN (90/60)
Spring 2024	05/24/2024	02/14/2024- 07/13/2024	05/25/2024- 07/23/2024	02/24/2024-07/23/2024
Summer 2024	08/16/2024	05/08/2024- 10/05/2024	08/17/2024- 10/15/2024	05/18/2024-10/15/2024
Fall 2024	12/24/2024	09/15/2024 - 02/12/2025	12/25/2024 - 02/22/2025	09/25/2024 - 02/22/2025
Winter 2025	01/17/2025	10/09/2024 - 03/08/2025	01/18/2025 - 03/18/2025	10/19/2024 - 03/18/2025

**Students cannot work on-campus or be eligible for CPT  
after the program end date**

# Alternative Application Deadlines for some Graduate students only



Graduate students can apply for Post-completion OPT:

- The semester they complete all required coursework OR
- The semester they complete all required coursework & their culminating experience (thesis/dissertation or comprehensive exam).

*Your I-20 will be shortened to the official end of the semester in which you submit the OPT application.*





## Application Window

90 days before program end date – 60 days after



## Post-Completion OPT

### MANTAINING F1 STATUS IF APPROVED BY USCIS

- Work at least 20 hrs. per week in a job related to your field of study.
- Report Employment/Unemployment and Address updates to CIE or the SEVP portal.
- Cannot accrue more than 90 days aggregate total of unemployment.

### GRACE PERIOD

- 60 Days grace period to: depart the U.S, transfer to another school, or change to another visa category
- If you are simply remaining the U.S. for the grace period, you cannot leave and re-enter the U.S.



12 months of OPT

Apply up to 90 days before Graduation

Graduation Date and/or program end date in SEVIS I-20 Form

1

2

3

4

5

90 Days

60 Days

60 Days

- If eligible, apply for 24-month STEM OPT EXTENTION 90 days before Post-Completion OPT ends.

Choose any day within 60 days after graduation for OPT start date  
\*\*\*  
Note: you cannot have a start date beyond 60 days after graduation



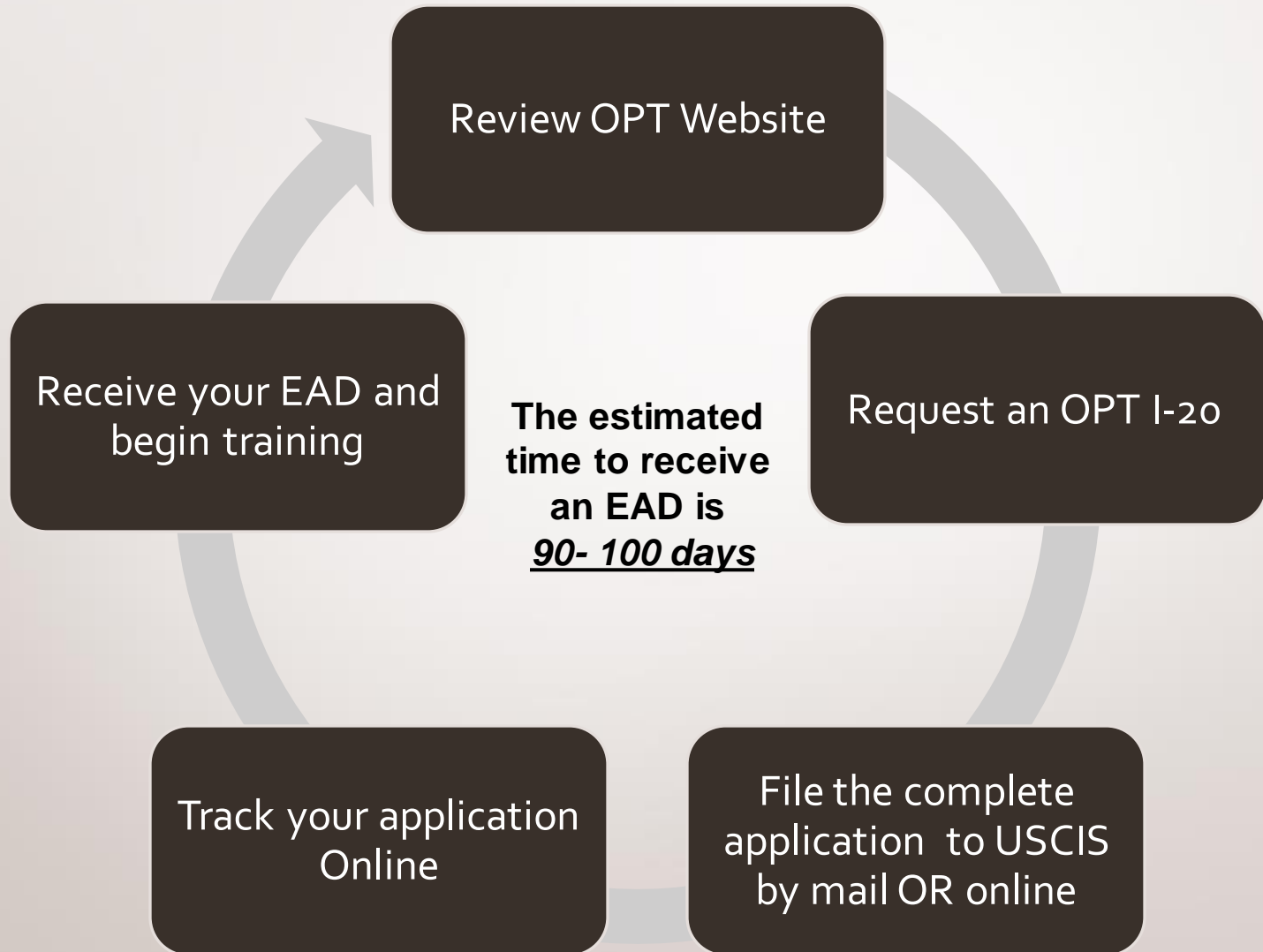
End date in EAD CARD. Last day to work unless granted extension

Depart the US



# OPT Application Process Overview

# OPT Process Overview



# Steps to Request an OPT I-20

## Review Eligibility

- Review OPT eligibility to ensure you qualify for Post-Completion OPT at [Optional Practical Training | California State University Long Beach \(csulb.edu\)](https://www.csulb.edu/academic-affairs/optional-practical-training)

## Follow Application Instructions

- Complete steps 1 & 2 to prepare your application materials.

## Obtain your new OPT I-20

- Submit the OPT I-20 request, I-765 and most recent I-94 record to ISS as a service request.
- An Advisor reviews your request, confirms eligibility & issues OPT I-20 within 7 business days.
- You will receive an OPT I-20 and Coversheet via email.

# Program end date Verification

- We will verify that you applied for graduation with Enrollment Services.
  - For more details: <http://web.csulb.edu/depts/enrollment/graduation/>
- If you have not applied for graduation your OPT request will be denied!



# Review your OPT I-20 before taking next steps...

OPT  
Information can  
be found in p. 2

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

SEVIS ID: [REDACTED] NAME: [REDACTED]

**EMPLOYMENT AUTHORIZATIONS**

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	01 JULY 2017	30 JUNE 2018

**CHANGE OF STATUS/CAP-GAP EXTENSION**

**AUTHORIZED REDUCED COURSE LOAD**

**CURRENT SESSION DATES**


CURRENT SESSION START DATE	CURRENT SESSION END DATE
N/A. Student is on post-completion practical training.	

**TRAVEL ENDORSEMENT**

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

OPT I-20 will change depending on the application Status:  
**Requested → Pending → Approved**



# OPT Application Forms & Required Supporting Documents

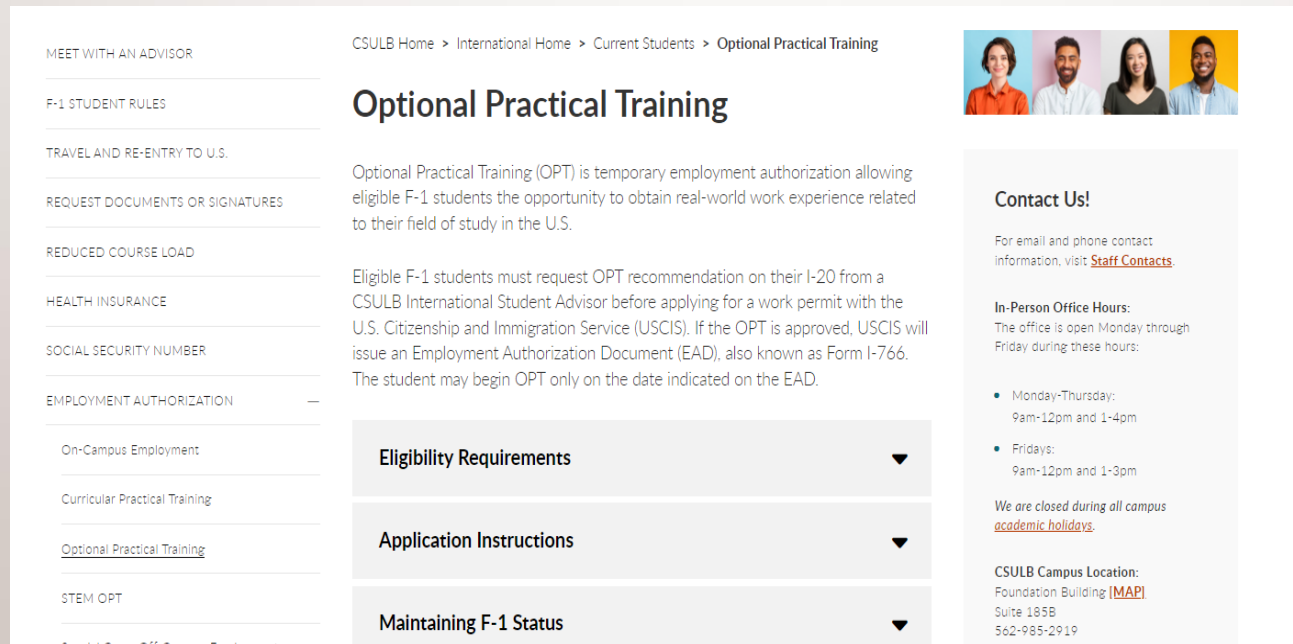
# OPT Application Documents

You can access all the required OPT application documents and forms from our website:

[Optional Practical Training | California State University Long Beach \(csulb.edu\)](https://www.csulb.edu/international/optional-practical-training)



[Click](#) on **APPLICATION INSTRUCTIONS**



The screenshot shows the CSULB website page for Optional Practical Training. The breadcrumb trail is CSULB Home > International Home > Current Students > Optional Practical Training. The page title is 'Optional Practical Training'. A navigation menu on the left includes: MEET WITH AN ADVISOR, F-1 STUDENT RULES, TRAVEL AND RE-ENTRY TO U.S., REQUEST DOCUMENTS OR SIGNATURES, REDUCED COURSE LOAD, HEALTH INSURANCE, SOCIAL SECURITY NUMBER, EMPLOYMENT AUTHORIZATION (with sub-items: On-Campus Employment, Curricular Practical Training, Optional Practical Training, STEM OPT, Social Cases Off-Campus Employment), and CONTACT US. The main content area explains that OPT is temporary employment authorization for eligible F-1 students. It states that eligible students must request OPT recommendation on their I-20 from a CSULB International Student Advisor before applying for a work permit with USCIS. If approved, USCIS will issue an Employment Authorization Document (EAD), also known as Form I-766. The student may begin OPT only on the date indicated on the EAD. A 'Contact Us!' section provides information on how to reach the office, including email and phone contact, and lists in-person office hours: Monday-Thursday (9am-12pm and 1-4pm) and Fridays (9am-12pm and 1-3pm). The office is closed during all campus academic holidays. The campus location is listed as Foundation Building [MAP], Suite 185B, with contact number 562-985-2919. A dropdown menu is visible with three items: Eligibility Requirements, Application Instructions, and Maintaining F-1 Status.



# Request Form

## Section 1

Student's section



## Section 2

Advisor Approval



**POST-COMPLETION OPTIONAL PRACTICAL TRAINING (OPT)  
OPT I-20 REQUEST FORM**

**Instructions:** Complete Section 1 and 2 in this form to request an I-20 for Post-completion Optional Practical Training (OPT).

**SECTION 1- Student and program Information.** To be completed by the student requesting the OPT I-20

Student's Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Beach ID Number:	<input type="text"/>	Major:	<input type="text"/>
Current Address:	<input type="text"/>	City, State, Zip Code:	<input type="text"/>
Alternative Email Address:	<input type="text"/>	Phone Number:	<input type="text"/>
Expected Program End Date OR coursework completion date:	<input type="text"/>	Preferred OPT Start Date*:	<input type="text"/>

**SECTION 2- Student Acknowledgement.** Your signature below confirms that you understand your responsibilities as an OPT applicant.

- I acknowledge that I am solely responsible for understanding OPT regulations including application process & deadlines, reporting requirements, unemployment limitations, and others as presented in OPT Self-Assessment/online tutorial and the [CSULB OPT page](#).
- I understand the ISS advisors and staff will communicate with me primarily via the alternative email address provided above.
- I will notify an International Student Advisor if I cannot graduate on the date indicated in this form.
- I understand that I will not be eligible for an I-20 program extension in the case that I fail to complete all graduation requirements by the OPT authorization end date.

Sign here  Today's Date:

\* You may request a preferred OPT Start Date. The date must be no earlier than the day after your program end date, and no later than 60 days after your program end date. Start date cannot be change after you file for OPT.

**SECTION 3- OPT I-20 Eligibility Review.** To be completed by the ISS Advisor.


<input type="checkbox"/> Confirm student updated contact information	<input type="checkbox"/> Active CMS Holds <input type="text"/>
<input type="checkbox"/> Current I-20 Program End Date: <input type="text"/>	<input type="checkbox"/> GWAR/WPE status: <input type="text"/> <input type="checkbox"/> GPA: <input type="text"/>
<input type="checkbox"/> Passport Expiration Date: <input type="text"/>	<input type="checkbox"/> Full-Time for a prior Academic Year: T1 <input type="text"/> T2 <input type="text"/>
<input type="checkbox"/> Shorten I-20 Program End Date to: <input type="text"/>	<input type="checkbox"/> Current Semester Full-Time or FCE/RCL in CMS: <input type="text"/>

The student's request is:  Accepted  Rejected  Pending

Advisor name:  Decision Date:

# Form G-1145

- E-Notification of application receipt
- *Optional*

**Complete**   
Name & Contact Info



## e-Notification of Application/Petition Acceptance

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form G-1145

### What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

### General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

### USCIS Privacy Act Statement

**AUTHORITIES:** The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

**PURPOSE:** The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receipting your immigration form.

**ROUTINE USES:** The information provided on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [[DHS/USCIS-007 - Benefits Information System and DHS/USCIS-001 - Alien File \(A-File\) and Central Index System \(CIS\)](#)], which can be found at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name
Email Address		Mobile Phone Number (Text Message)

# Form I-765 page 1

- Type or print in black ink
- Complete pages 1-7.  
Only sections that apply to you
- In part 1, **select: 1a**
- Make sure you are using the latest form edition



## Application For Employment Authorization

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-765  
OMB No. 1615-0040  
Expires 10/31/2025

For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From _____	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through _____		
	Alien Registration Number A- <input type="text"/>		
	Remarks		

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).	<input type="checkbox"/> Select this box if Form G-28 is attached.	Attorney or Accredited Representative USCIS Online Account Number (if any) <input type="text"/>
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▶ **START HERE** - Type or print in black ink.

### Part 1. Reason for Applying

I am applying for (select only one box):

- 1.a.  Initial permission to accept employment.
- 1.b.  Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.
- NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.
- 1.c.  Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

### Part 2. Information About You

#### Your Full Legal Name

- 1.a. Family Name (Last Name)
- 1.b. Given Name (First Name)
- 1.c. Middle Name

#### Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6.

#### Additional Information.

- 2.a. Family Name (Last Name)
- 2.b. Given Name (First Name)
- 2.c. Middle Name
- 3.a. Family Name (Last Name)
- 3.b. Given Name (First Name)
- 3.c. Middle Name
- 4.a. Family Name (Last Name)
- 4.b. Given Name (First Name)
- 4.c. Middle Name



# Form I-765 page 2

- Add a physical address if different than you mailing address
- Apply for SS# if necessary (questions 13a-17b)

**You will be applying for your employment authorization (EAD) and Social security number/card at the same time with the same form**

**If you already have a SS Card answer "no" in question #14.**

## Part 2. Information About You (continued)

### Your U.S. Mailing Address

- 5.a. In Care Of Name (if any)
- 5.b. Street Number and Name
- 5.c.  Apt.  Ste.  Flr.
- 5.d. City or Town
- 5.e. State  5.f. ZIP Code   
[\(USPS ZIP Code Lookup\)](#)
6. Is your current mailing address the same as your physical address?  Yes  No
- NOTE: If you answered "No" to Item Number 6., provide your physical address below.

### U.S. Physical Address

- 7.a. Street Number and Name
- 7.b.  Apt.  Ste.  Flr.
- 7.c. City or Town
- 7.d. State  7.e. ZIP Code

### Other Information

8. Alien Registration Number (A-Number) (if any)  
▶ A-
9. USCIS Online Account Number (if any)  
▶
10. Gender  Male  Female
11. Marital Status  
 Single  Married  Divorced  Widowed
12. Have you previously filed Form I-765?  
 Yes  No
- 13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?  
 Yes  No
- NOTE: If you answered "No" to Item Number 13.a., skip to Item Number 14. If you answered "Yes" to Item Number 13.a., provide the information requested in Item Number 13.b.

13.b. Provide your Social Security number (SSN) (if known).  
▶

14. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to Item Number 15., Consent for Disclosure, to receive a card.)  
 Yes  No

NOTE: If you answered "No" to Item Number 14., skip to Part 2., Item Number 18.a. If you answered "Yes" to Item Number 14., you must also answer "Yes" to Item Number 15.

15. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.  
 Yes  No

NOTE: If you answered "Yes" to Item Numbers 14. - 15., provide the information requested in Item Numbers 16.a. - 17.b.

### Father's Name

Provide your father's birth name.

- 16.a. Family Name (Last Name)
- 16.b. Given Name (First Name)

### Mother's Name

Provide your mother's birth name.

- 17.a. Family Name (Last Name)
- 17.b. Given Name (First Name)

### Your Country or Countries of Citizenship or Nationality

List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in Part 6. Additional Information.

- 18.a. Country
- 18.b. Country



# Form I-765 page 3

- Use your latest I-94 record to answer questions about last arrival
- Passport must be valid for another **6 months** at least at the time of the application
- Eligibility Category Q#27: **(c)(3)(B)** for Post-completion OPT

## Part 2. Information About You (continued)

### Place of Birth

List the city/town/village, state/province, and country where you were born.

19.a. City/Town/Village of Birth

19.b. State/Province of Birth

19.c. Country of Birth

20. Date of Birth (mm/dd/yyyy)

### Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)

21.b. Passport Number of Your Most Recently Issued Passport

21.c. Travel Document Number (if any)

21.d. Country That Issued Your Passport or Travel Document

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)

23. Place of Your Last Arrival Into the United States

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)

▶ N-

## Information About Your Eligibility Category

27. Eligibility Category. Refer to the Who May File Form I-765 section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8); (c)(17)(iii)).

(  ) (  ) (  )

28. (c)(3)(C) STEM OPT Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 27., provide the information requested in Item Numbers 28.a - 28.c.

28.a. Degree

28.b. Employer's Name as Listed in E-Verify

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

29. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 27., provide the receipt number of your H-1B spouse's most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

30. (c)(8) Eligibility Category. If you entered the eligibility category (c)(8) in Item Number 27., have you EVER been arrested for and/or convicted of any crime?

Yes  No

NOTE: If you answered "Yes" to Item Number 30., refer to Special Filing Instructions for Those With Pending Asylum Applications (c)(8) in the Required Documentation section of the Form I-765 Instructions for information about providing court dispositions.

31.a. (c)(35) and (c)(36) Eligibility Category. If you entered the eligibility category (c)(35) in Item Number 27., please provide the receipt number of your Form I-797 Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(36) in Item Number 27., please provide the receipt number of your spouse's or parent's Form I-797 Notice for Form I-140.

31.b. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 27., have you EVER been arrested for and/or convicted of any crime?

Yes  No

NOTE: If you answered "Yes" to Item Number 31.b., refer to Employment-Based Nonimmigrant Categories, Items 8. - 9., in the Who May File Form I-765 section of the Form I-765 Instructions for information about providing court dispositions.



# Form I-765 page 4

- Applicant's Statement (1a)
- Signature can only be handwritten. USCIS will deny e-signatures from students.
- Sign inside the box.
- You must be in the U.S. to file form I-765.

***You will not be eligible for OPT once you have departed the U.S. and your program end date has passed!***

### Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

**NOTE:** Read the Penalties section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

#### Applicant's Statement

**NOTE:** Select the box for either Item Number 1.a. or 1.b. If applicable, select the box for Item Number 2.

- 1.a.  I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.
- 1.b.  The interpreter named in Part 4. read to me every question and instruction on this application and my answer to every question in , a language in which I am fluent, and I understood everything.
2.  At my request, the preparer named in Part 5., , prepared this application for me based only upon information I provided or authorized.

#### Applicant's Contact Information

3. Applicant's Daytime Telephone Number
4. Applicant's Mobile Telephone Number (if any)
5. Applicant's Email Address (if any)
6.  Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

#### Applicant's Declaration and Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

- 1) I reviewed and understood all of the information contained in, and submitted with, my application; and
- 2) All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

#### Applicant's Signature

- 7.a. Applicant's Signature
- 7.b. Date of Signature (mm/dd/yyyy)

**NOTE TO ALL APPLICANTS:** If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

### Part 4. Interpreter's Contact Information, Certification, and Signature

Provide the following information about the interpreter.

#### Interpreter's Full Name

- 1.a. Interpreter's Family Name (Last Name)
- 1.b. Interpreter's Given Name (First Name)
2. Interpreter's Business or Organization Name (if any)



# Form I-765 page 5 – 6

- These pages only apply to you if you utilized an attorney and/or an interpreter to assist in filling out this application.
- You may skip these pages.

## Part 4. Interpreter's Contact Information, Certification, and Signature

### Interpreter's Mailing Address

- 3.a. Street Number and Name
- 3.b.  Apt.  Ste.  Flr.
- 3.c. City or Town
- 3.d. State  3.e. ZIP Code
- 3.f. Province
- 3.g. Postal Code
- 3.h. Country

## Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant

Provide the following information about the preparer.

### Preparer's Full Name

- 1.a. Preparer's Family Name (Last Name)
- 1.b. Preparer's Given Name (First Name)
2. Preparer's Business or Organization Name (if any)

### Preparer's Mailing Address

- 3.a. Street Number and Name

## Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant (continued)

### Preparer's Statement

- 7.a.  I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.
- 7.b.  I am an attorney or accredited representative and my representation of the applicant in this case  extends  does not extend beyond the preparation of this application.

**NOTE:** If you are an attorney or accredited representative, you may need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

### Preparer's Certification

# Form I-765 page 7

- Use **Part 6. Additional Information** to provide :
- All previously used SEVIS numbers and
- Evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

## Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the Page Number, Part Number, and Item Number to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) ▶ A-

3.a. Page Number  3.b. Part Number  3.c. Item Number

3.d.

**Example:**  
SEVIS # Noo769854

CPT: 01/21/2020-05/22/2020  
OPT: 6/25/2020- 6/24/2021 [BA]

4.a. Page Number  4.b. Part Number  4.c. Item Number

4.d.

5.a. Page Number  5.b. Part Number  5.c. Item Number

5.d.

6.a. Page Number  6.b. Part Number  6.c. Item Number

6.d.

7.a. Page Number  7.b. Part Number  7.c. Item Number

7.d.





# ALERT:

I-765 Filing Fee is scheduled to increase to \$520 dollars on  
April 1, 2024!

Always use the most up to date I-765 edition

<https://www.uscis.gov/i-765>

The screenshot shows the USCIS website interface. At the top, a red banner reads "USCIS Response to Coronavirus 2019 (COVID-19)". Below this, the navigation bar includes the Department of Homeland Security logo, the text "Official Website of the Department of Homeland Security", a link "Here's how you know", and language options "Español", "Contact Us", and "Multilingual". The main header features the USCIS logo and the text "U.S. Citizenship and Immigration Services". A search bar is labeled "Search our Site". Navigation links for "Forms", "News", "Citizenship", "Green Card", and "Laws" are visible. The breadcrumb trail reads "Home > Forms > All Forms > Application for Employment Authorization". The main heading is "I-765, Application for Employment Authorization". A sidebar on the left lists "Forms", "All Forms", "Explore My Options", "Filing Guidance", "Filing Fees", "Forms Updates", and "Department of State (DS) Forms and Other Non-USCIS Forms". The alert text states: "Alert: On Sept. 29, 2020, the U.S. District Court for the Northern District of California in *Immigratic Legal Resource Center et al., v. Wolf, et al., 20-cv-05883-JWS*, preliminarily enjoined DHS from implementing or enforcing any part of the [USCIS Fee Schedule and Changes to Certain Other Immigration Benefit Request Requirements rule](#). While the rule is preliminarily enjoined, we will continue to: • Accept USCIS forms with the current editions and current fees; and • Use the regulations and guidance currently in place to adjudicate applications and petitions. includes accepting and adjudicating fee waiver requests as provided under Adjudicator's Field Manual (AFM) Chapters [10.9 \(PDF, 2.87 MB\)](#) and [10.10 \(PDF, 2.87 MB\)](#)."/>

USCIS Response to Coronavirus 2019 (COVID-19)

Official Website of the Department of Homeland Security [Here's how you know](#) Español Contact Us Multilingual

U.S. Citizenship and Immigration Services

Search our Site

Forms News Citizenship Green Card Laws

Home > Forms > All Forms > Application for Employment Authorization

I-765, Application for Employment Authorization

Forms

All Forms

Explore My Options

Filing Guidance

Filing Fees

Forms Updates

Department of State (DS) Forms and Other Non-USCIS Forms

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# Form I-765 Supporting Documents

- Copy of Passport (must be valid for 6 months in the future)
- Copy F-1 Visa (it is ok if expired)
- Copy of I-94 Card or I-94 record- go to [www.cbp.gov/I94](http://www.cbp.gov/I94) to print you most recent record
- Copy of all I-20s & any EADs you received.



Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB No. 1651-0038	
<b>SEVIS ID: M0004720633</b>			
<b>PERSON/PRIMARY NAME</b> Sample	<b>OFFICE NAME</b> Detroit	<b>Class of Admission</b>	
<b>PREFERRED NAME</b> Student Sample, II	<b>PASSPORT NAME</b>	<b>F-1</b> ACADEMIC AND LANGUAGE	
<b>COUNTRY OF BIRTH</b> INDIA	<b>COUNTRY OF CITIZENSHIP</b> INDIA		
<b>DATE OF BIRTH</b> 01 JAN 1985	<b>ADMISSION NUMBER</b>		
<b>FORM DATE REASON</b> CONTINUED ATTENDANCE	<b>LOCAL NAME</b>		
<b>SCHOOL INFORMATION</b>			
<b>SCHOOL NAME</b> State School For Advanced SEVIS Studies 2000 School St. Advanced SEVIS Program	<b>SCHOOL ADDRESS</b> 5552 Nancy Lane, Ft. Washington, PA 19374		
<b>SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL</b> Ms. Jane International Phone	<b>SCHOOL CODE AND APPROVAL DATE</b> M0004720633 03 APRIL 2013		
<b>PROGRAM OF STUDY</b>			
<b>REGISTRATION LEVEL</b> Master's	<b>MAJOR 1</b> Biology and Biotechnology of Science and Technology 04, 0104	<b>MAJOR 2</b> none 00-0000	
<b>PROGRAM ENGLISH PROFICIENCY</b> High/Low	<b>ENGLISH PROFICIENCY NOTES</b> Student in performance	<b>EARLIEST ADMISSION DATE</b> 04 APRIL 2013	

**U.S. Customs and Border Protection**  
Securing America's Borders

# SAMPLE

OMB No. 1651-0111  
Expiration Date: 11/03/2014

**Admission (I-94) Number Retrieval**

**Admission (I-94) Record Number:** 46119314110

**Admit Until Date (MMDD/YYYY):**

**Details provided on Admission (I-94) form:**

<b>Family Name:</b>	Doe
<b>First (Given) Name:</b>	John
<b>Birth Date (MMDD/YYYY):</b>	01/02/1973
<b>Passport Number:</b>	TG4249033
<b>Passport Country of Issuance:</b>	China
<b>Most Recent Date of Entry (MMDD/YYYY):</b>	03/18/2012
<b>Class of Admission:</b>	F1

SAMPLE

Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).  
 If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.  
 Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

<b>FORM I-94 NUMBER</b>	9 13, 100
ISSUED	9
EXPIRES	9
LOC	9
	9 13, 100

I have read and consent. I understand this form is the United States' admission, non-admission, or other records of admission status sheet that is printed from the above named authority prior to entry as defined by 8 CFR 214.2(b)(3). I am a

**PLACE STAMPS**  
PL - Health Inspection, NY

I certify that all information provided on this form is true to the best of my knowledge and belief, and that I am not providing any false or misleading information. If I am a U.S. citizen, I am under oath.

FORM I-94 (Rev. 08-2011) DATE

# Form I-765 Fees

<https://www.uscis.gov/i-765>

- The current fee for form I-765 is **\$410 dollars**.
- Fee is scheduled to increase to **\$520 dollars** on April 1, 2024!
- Make your payment to:
  - U.S. Dept. of Homeland Security
- Payment can be done through:
  - Personal check or
  - Money order or
  - Cashier's check
  - [Pay by credit card](#) using [Form G-1450, Authorization for Credit Card Transactions](#)
  - Pay online if you chose to file your application through the USCIS portal.

The image shows a sample Form I-765 fee payment form. The form is titled "Form I-765 OPT Application" and is for the "U.S. Department of Homeland Security". The fee amount is \$410.00, written as "Four Hundred and Ten Dollars and 00/100 DOLLARS". The form includes fields for the payer's name, address, city, state, and zip code, as well as the date (mm/dd/yyyy). The bank name and address are also provided, with "Your SEVIS Number" as the account information. The form is signed by "Your Signature". A yellow arrow points to the dollar amount field.

NAME  
ADDRESS  
CITY, STATE ZIP

DATE mm/dd/yyyy

0123  
01-23456789

PAY TO THE ORDER OF U.S. Department of Homeland Security \$

Four Hundred and Ten Dollars and  $\frac{00}{100}$  DOLLARS

BANK NAME  
ADDRESS  
CITY, STATE ZIP Your SEVIS Number

FOR I-765 OPT Application Your Signature

⑆012345678⑆ 01234567890123⑆ 0123

# Picture Requirements

<https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>

- Provide 2 identical photos, passport style taken within the last 30 days.
- Photos should be 2"x2" in size.
- Find photo examples online in the link provided above.



Passport Pictures

## Photo Examples

Shadows and Lighting

Glasses

Size and Position

Resolution, Print Size, and Quality

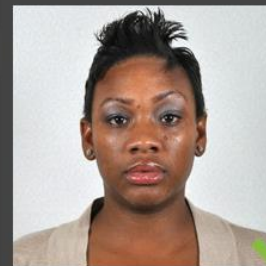
Digital Alterations and Retouching

Pose and Expression

Attire, Hats, and Hair


Background

Children



Acceptable— No glasses in photo





Prepare your full application  
and file it to USCIS

Deadline

# • Filing On time

- ❑ You must **file your OPT packet within 30 days** from the original OPT request date indicated in SEVIS. Date might be different from the issue date indicated in your new OPT I-20.
- ❑ USCIS accepts your OPT application by mail or online. Both methods are equally acceptable.

***Reminder: You can file Form I-765 90 days before your program end date, but no later than 60 days after.***

File OPT  
application

## • Coversheet & OPT I-20

- You will receive your OPT I-20, and your Coversheet from the ISS Advisor within 7 business days from the request.
- Follow the instruction on your Coversheet to **file your OPT application by mail or to file online:**



# • Filing by mail

- ❑ Follow the instruction on your Coversheet to mail your OPT packet to the correct USCIS Lockbox.



CALIFORNIA STATE UNIVERSITY

## LONG BEACH

### Post-Completion OPT Mail Filing Instructions

#### A. Assemble your application packet.

- [Form G-1145](#) E-Notification of Application.
- Current edition of [Form I-765](#) signed with a written signature in black ink.
- A money order, personal check or cashier's check for \$410, made payable to: U.S. Department of Homeland Security .
- Two identical [U.S. passport style photos](#) no more than 30 days old.
- Copies of all issued I-20's including your **new OPT I-20** (all copies require **written** signatures from the student)
- Copy of passport photo ID page with expiration date showing (valid for at least another 6 months)
- Copy of your most recent I-94 record. The I-94 can be a copy of the front and back of the paper card, change of status I-797 Form or [Electronic I-94 Record](#).
- Copy of your F-1 Visa (Expired Visas are acceptable).
- Copy of any previously issued EAD's front and back.

[USCIS Filing Tips](#): Use this link to review the full list of recommendations to properly file a paper application to USCIS. Other recommendations include: single-sided copies of your documents, remove all staples, use only paper that is 8.5 X 11 in. In size.

#### B. Mail your application to the correct USCIS Lockbox

Eligibility Category 8 CFR 274a.12	To mail via U.S. Postal Service (USPS) use this address:	To mail via FedEx, UPS, and DHL deliveries use this address:
(c)(3)(B), Post-completion OPT	USCIS Attn: I-765 C03 P.O. Box 805373 Chicago, IL 60680-5374	USCIS Attn: I-765 C03 (Box 805373) 131 South Dearborn - 3rd Floor Chicago, IL 60603-5517

#### B. Monitor your incoming USCIS mail by signing up for Informed Delivery by USPS

- Informed Delivery provides a digital preview of your mail and allows you to manage and track your packages scheduled to arrive soon.
- Sign up online at [Informed Delivery by USPS](#).

#### D. Track your OPT application with USCIS Case Status Online

- You will receive a **Receipt Notice of Action (Form I-797)** in the mail with your case number within a few week from filing.
- Use the case number to check the status of your application online at [Case Status Online](#).
- You should expect your **Employment Authorization Document (EAD)** to arrive by mail. The Social Security card will follow afterwards, only if you requested one.
- Processing time may take an average of 90 days from your receipt date.
- Contact USCIS immediately if the correspondence you receive presents inaccurate information.



# • Filing Online

- Follow the instruction on your Coversheet to complete the online OPT application with USCIS.
- You must have an OPT I-20 **BEFORE** starting the online USCIS application for OPT.



# Track

## • Application Progress & Status Updates

- ❑ You will receive a Receipt Notice of Action (Form I-797) in the mail with your **receipt number**. If you filed by mail.
- ❑ In contrast, you will have the receipt notice immediately after completing the online filing.
- ❑ Notify USCIS immediately if you notice mistakes in form I-797.
- ❑ Use the case number to check the status of your application online at <https://egov.uscis.gov/casestatus/landing.do>
- ❑ Use the online tools to submit inquiries to USCIS about your application.




USCIS Contact Center  
Dial 800-375-5283



# Common mistakes to Avoid

1. Application is not submitted within the timeframe.
2. Application is incomplete.
3. [Payment issues](#): i.e. check is dated too far away in the future, money not available, wrong fee amount, etc.
4. Pictures do not follow [requirements](#). Review the picture requirement here or on our [website](#).
5. Failure to respond to the an RFE by the given deadline.
  - *What is a Request for further Evidence (RFE)?*
    - ❖ An RFE is a formal notice sent by the immigration adjudicator reviewing your OPT application for: missing documents, better pictures, clarification of information
    - ❖ Must respond within 60 days





Maintain F-1 Status while  
Completing Post-Completion  
OPT



## Maintaining F-1 status

Employment

### • Train within your field of study

- All training opportunities must be related to your major. For assistance with this requirement, use these resources:
  - <https://bigfuture.collegeboard.org/majors-careers>
  - <https://www.onetonline.org>
  - <https://nces.ed.gov/ipeds/cipcode/Oefault.aspx?y=55>
- You begin your employment only on the EAD start date & end employment on the EAD expiration date.
- You must train a minimum of 20 hours per week.
- You must not be unemployed more than 90 days for the duration of your OPT approved period.
- Your SEVIS record will automatically **terminate** when you accumulate 90 cumulative unemployment days.



# Valid Employment Categories

- Regular paid employment
- Single full-time, or multiple part-time jobs
- Multiple, short-term employers
- Work for hire / independent contractor
- Self-employed business owner
- Employment through an agency
- Volunteer / Unpaid internship  
(where Labor Regulations are not in violation)





## Maintaining F-1 status

### Report

- Report within 10 days from the change



Homeland  
Security

Use the  
SEVP Portal  
to Report

- Your SEVP Portal will help you update your record accordingly.
- The SEVP Portal will be accessible to you only after OPT is approved.
- You will receive an email to set up your individual SEVP Portal from [do-not-reply.sevp@ice.dhs.gov](mailto:do-not-reply.sevp@ice.dhs.gov).
- Use the SEVP Portal to report the following information *except email*:
  - \* Physical home address.
  - \* Mailing address.
  - \* Telephone numbers.
  - \* Employment information, including unemployment periods.
- After you set up your SEVP Portal you can access it at <https://sevp.ice.gov/opt>
- For help with the SEVP Portal visit [SEVP PORTAL HELP](#) or contact an International Student Advisor/DSO.
- You are encouraged to use [Request Documents or Signatures | California State University Long Beach \(csulb.edu\)](#) to submit changes to your preferred email address or a request to reset your SEVP portal



# Is your job related to your major?

## *Sample Descriptions*

- Bachelor's degree in Electrical Engineering: I work full time as an Electrical Engineer at ABC Corp., a government contractor. In my job, I analyze client requirements for electrical systems and provide them with cost estimates of such systems. My work requires understanding of electrical circuit theory, which I studied in-depth at the University of ABC.
- Bachelor's degree in Business: I work full time as a Loan Officer at a mortgage company, Happy Homes, where I meet with clients and evaluate, authorize and recommend approval of loan applications. On a daily basis, I use the knowledge I gained in my credit analysis, sales and marketing classes that I took as part of my major program of study.
- Master's degree in Music: I am working at a hospital playing the harp in patient rooms. I also conduct hands-on harp beginner workshops for long-term patients. On average, I work at the hospital 35 hours a week. My duties directly utilize the skills and knowledge I acquired from my coursework and degree in music therapy.





# Travel & Insurance Requirements

# Traveling Outside the U.S.

## TRAVEL

- Travel is **NEVER** recommended when your application is pending AND your academic program already ended.
- Travel may be ok before program end date under certain circumstances but always ask an International Student Advisor first!

### How to Re-Enter Safely

- Valid Passport
- Valid F-1 Visa Stamp
- Freshly Signed OPT I-20
  - Request a travel signature online [Request Documents or Signatures | California State University Long Beach \(csulb.edu\)](http://Request Documents or Signatures | California State University Long Beach (csulb.edu))
- EAD Card
- Letter from your Employer
- Contact information for the designated school official (DSO) at your school



**More info at:**

[studyinthestates.dhs.gov/2014/06/know-before-you-go-international-students-and-summer-travel](http://studyinthestates.dhs.gov/2014/06/know-before-you-go-international-students-and-summer-travel)

# Health Insurance

## ENROLL

- Purchase JCB Insurance
- Purchase an international insurance program you prefer
- Health Insurance is not required but ABSOLUTLY recommended!



<https://jcbins.com/>

- OPT Students may enroll in the JCB Plan on a voluntary basis.
- OPT students may purchase a maximum of 12 consecutive months of coverage from the OPT effective date.
- OPT extension coverage beyond 12 months is not allowed.
- Enrollment must be completed **within 30 days** of the expiration of prior coverage on the schools' student health insurance plan. A gap in coverage is not allowed.
- A copy of a valid EAD or OPT application or receipt (I-765 or I-797c) is required to enroll.
- Inquired with ISS Advisor about alternative insurance providers for OPT students.



Ending  
Post-Completion OPT



## Application Window

90 days before program end date – 60 days after



## OPT TIMELINE

### MANTAINING F1 STATUS IF APPROVED BY USCIS

- Work at least 20 hrs. per week in a job related to your field of study.
- Report Employment/Unemployment and Address updates to CIE.
- Cannot accrue more than 90 days aggregate total of unemployment.

### GRACE PERIOD

- 60 Days grace period to: depart the U.S, transfer to another school, or change to another visa category
- If you are simply remaining the U.S. for the grace period, you cannot leave and re-enter the U.S.



12 months of OPT

Apply up to 90 days before Graduation

Graduation Date and/or program end date in SEVIS I-20 Form

1

2

3

4

5

90 Days

60 Days

60 Days

- If eligible, apply for 24-month STEM OPT EXTENTION 90 days before Post-Completion OPT ends.

Choose any day within 60 days after graduation for OPT start date  
\*\*\*  
Note: you cannot have a start date beyond 60 days after graduation



End date in EAD CARD. Last day to work unless granted extension

Depart the US

# End of OPT

You have a **60 Day Grace Period** to:

- Depart the U.S.
- Complete a transfer to another college/university to study full-time again
- Complete a change of program level here at CSULB (i.e. B.A., M.A.)
- Seek a Change of Status to a different visa type

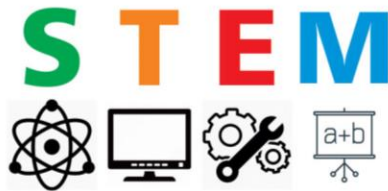


# Cap Gap

- ❑ Students who are eligible for a Cap-Gap extension of post-completion OPT employment and F1-status may request an updated I-20 from a DSO.



# 24 Month STEM OPT Extension



- ❑ Students who are eligible **MUST** apply 90 days before OPT expires.

**For more information visit us at**  
[www.cpie.csulb.edu/employment](http://www.cpie.csulb.edu/employment)





# Helpful Resources

# The Career Development Center (CDC)

- Online: <http://careers.csulb.edu/>
- Learn about:
  - Resume Writing
  - Internships
  - Job Search Strategies
  - Interview Skills

# Beach Connect- Advising & Tutoring

**BEACHCONNECT**

- Online:  
**[sso.csub.edu](https://sso.csub.edu)**
- Meet with your immigration advisors
- Access university resources

## STUDENTS

Prospective and current F or M students can use information on this page to learn about the process and rules for studying in the United States as an international student.

**Connect online:**  
[studyinthestates.dhs.gov/students](http://studyinthestates.dhs.gov/students)



Watch the **I-901 SEVIS Fee tutorial video** for a step-by-step guide for each step of the payment process

## LEARN

### How to Study in the States

- View the Study Guide to the States
- Obtain a Form I-20
- Know about F or M Status



## MAIN

### Status

F-1 and M-1 Students

Obtain a Form I-20

Know about F or M Status

# Center for International Education

## *International Student & Scholars*

### Contact ISS

Monday–Thursday, 9:00 a.m. – 4:00 p.m.

Closed every day 12:00 p.m. – 1:00 p.m.

Fridays: 9:00 a.m. - 3:00 p.m.

Location: FND 185B

Email: [cie-student@csulb.edu](mailto:cie-student@csulb.edu)

[www.csulb.edu/international](http://www.csulb.edu/international)

**Facebook:** CSULB International Student Services

**Instagram:** CSULB\_ISS

