

Post-Completion OPTIONAL PRACTICAL TRAINING (OPT)

Presented by:
International Student Services
Center for International Education, CSULB



Workshop Objectives



- Am I eligible for Post-completion OPT?
- Application Process
- Application Deadlines
- Online Filing Instructions
- USCIS approval process
- Maintaining F-1 Status during OPT
- Travel during OPT
- Health Insurance during OPT
- OPT is ending, now what?
- Resources
- Q&A

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



ALERT: Violation to employment regulations will lead to the termination of the student's SEVIS record!

What is Post-Completion OPT?

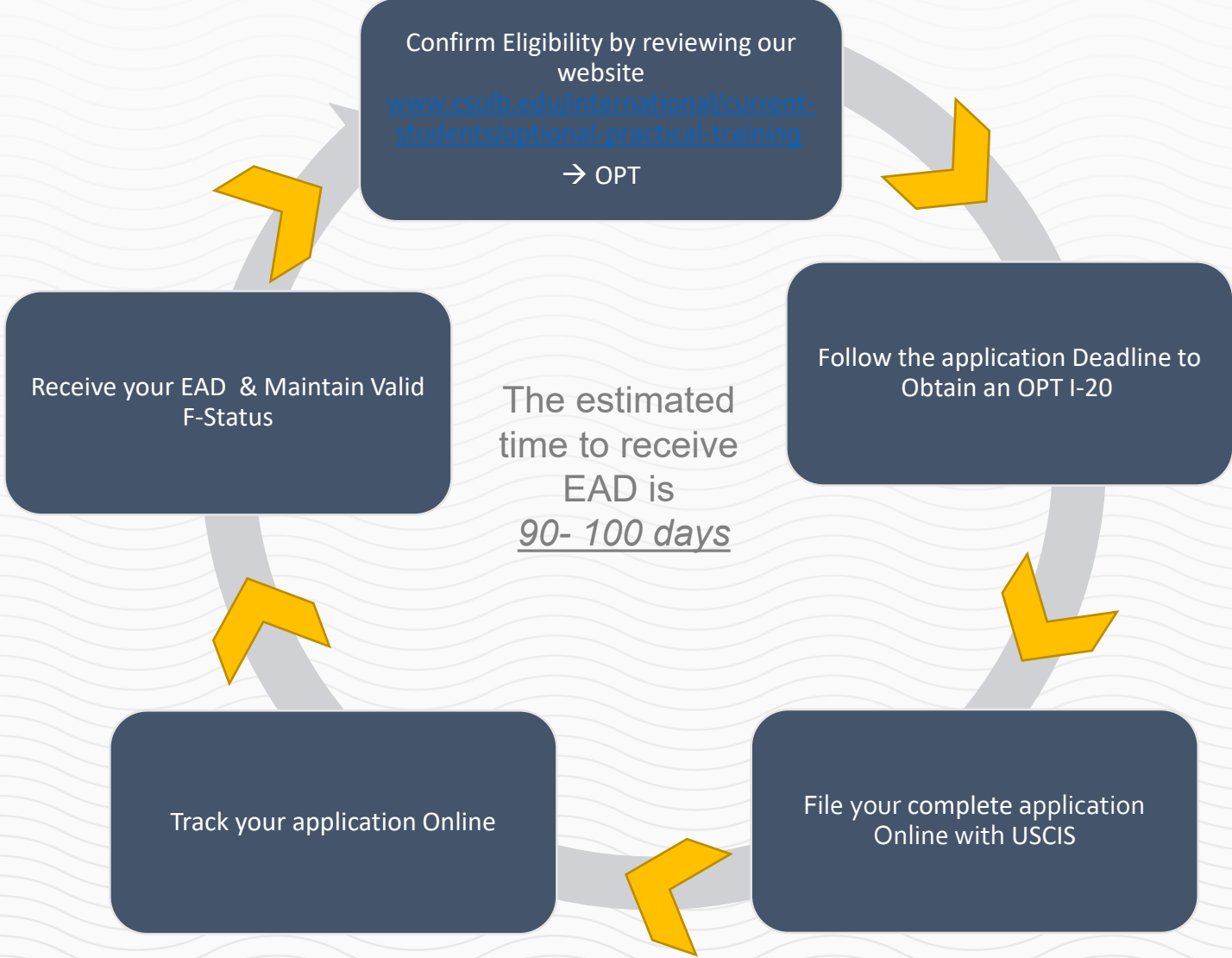
- Employment **benefit** for F-1 Visa Students
- Work permit for up to 12 months
- Gain practical experience in your field
- Training takes place after academic program end date

OPT Allows:

- ❖ Part-Time/Full-Time Work
- ❖ Related to your major field of study.
- ❖ Anywhere in the US.
- ❖ Variety of Types of Employment



OPT Process Overview



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

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

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)
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
Spring 2025	05/23/2025	02/12/2025 - 07/10/2025	05/24/2025 - 07/22/2025	02/22/2025 - 7/22/2025

Alternative Application Deadlines for some Graduate students



- Graduate students can apply for Post-completion OPT:
 - The semester they complete all required coursework OR
 - The semester they complete all required course work & 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.*

OPT I-20 REQUEST PROCESS

Request an OPT I-20

1

- **Confirm Eligibility for OPT and application deadline for your graduation term.**
 - 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/optional-practical-training)

2

- **Follow Application Instructions to Request an OPT I-20**
 - File to Graduate
 - Complete the OPT I-20 Request Form
 - Have your most recent I-94 record ready

3

- **Submit the OPT I-20 [service request](#)**
 - An Advisor reviews your request, confirms eligibility & issues the OPT I-20.
 - The OPT I-20 and a Coversheet will be delivered via email.



Apply to Graduate



- We will verify that you applied for graduation.
- If you have not applied for graduation your OPT request will be denied!

- Graduate Students

[Apply to Graduate \(Graduate Students\) | California State University Long Beach \(csulb.edu\)](#)

- Undergraduate Students

[Apply to Graduate \(Undergraduate\) | California State University Long Beach \(csulb.edu\)](#)

• I-20 Request Form



Sections 1 & 2
Student's section

Section 3
Advisor Approval

CALIFORNIA STATE UNIVERSITY
LONG BEACH
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:	First Name:
Beach ID Number:	Alternative Email Address:
Current Address:	City, State, Zip Code:
Expected Program End Date OR coursework completion date:	Preferred OPT Start Date*:

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. The Start date cannot be changed after you file for OPT.

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

The student's request is: Accepted Rejected Pending _____
Advisor name: _____ Decision Date: _____



- I-94 Form

- ❑ Access your I-94 record at www.cbp.gov/I94
- ❑ Review your most recent i-94 record, and ensure your most recent entry details are accurate including, **Class of Admission: F-1**



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

SAMPLE

OMB No. 1651-0111
Expiration Date: 11/02/2014

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 46119314110
Admit Until Date (MMDD/YYYY):

Details provided on Admission (I-94) form:

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



- Coversheet & OPT I-20

- You will receive your OPT I-20, and your Coversheet from the ISS Advisor
- Follow the instruction on your Coversheet to Create a USCIS Account and **file your OPT application online.**

CALIFORNIA STATE UNIVERSITY
LONG BEACH

Post-Completion OPT Online Filing Instructions

A. Save your application document, also known as "evidence", in a valid format

- Copies of all issued I-20's including your **new OPT I-20 properly signed by you and the DSO.**
 - You may only be asked to upload relevant I-20s including: CPT I-20s and the OPT I-20.
- 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 record 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.
- 2x2 [U.S. passport style photo](#), no more than 30 days old.

[USCIS How to File a Form online](#): Use this link to review the full list of recommendations to properly upload evidence to support your online application. Recommendations include files that do not exceed 6MB in size, do not encrypt or password protect files, use only these formats: PDF, JPG, or JPEG. If documents are in a foreign language, upload an English translation along with the original.

B. Create your USCIS account.

- Go to [USCIS Sign Up](#) page to create your USCIS Online account.
- Review [How to Create a USCIS Online Account](#) for specific instructions.

C. Log in to your USCIS Account to start your application and upload your application evidence.

- In the welcome window select "File a Form Online", then click on "Start Form".
- Select the form you want to file: **Application for Employment Authorization (I-765)**
- Read all information, disclaimers and acknowledgments carefully.
- Select your appropriate eligibility category: **(c)(3)(B) Student Post-Completion OPT**
- Select your reason for applying: **Initial permission to accept employment**
- Use the PDF I-765 form reviewed by your DSO to answer the I-765 questions.
- Upload the required evidence for your eligibility category.
- **Very important:** When prompted, upload your **new OPT I-20**. This I-20 will serve as your Certificate of Eligibility for Nonimmigrant Student Status for the (c)(3)(B) eligibility category.
- You may use the "Additional Information" window to upload any additional evidence not previously uploaded to the application such as information related to different SEVIS # you previously had.
- Have your form filing fee ready: Starting on April 1st, 2024 the fee is \$470 for online filing. You may pay with a withdrawal from a checking or savings account or with a debit or credit card.
- **Review and Submit:** check your application responses for accuracy and review alerts.
- Save your online request as a **draft** if you cannot complete it the same day.
- **Pay for your request:** You will not be able to make changes to your online request after you pay.

D. Confirmation of online filing

- You will receive a **Receipt Notice of Action (Form I-797)** with your case number.
- You will have access to all case correspondence on your USCIS account.
- You can check your case status and update personal information on your [USCIS account](#).
- You may also use your 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.

Center for International Education
Office of International Students & Scholars

6300 E. State University Dr., Suite 185-B, Long Beach, CA 90815 | 562.985.5555 | cie-student@csulb.edu | csulb.edu/international

Filing Deadline

- ❑ You must **file your OPT I-20 with form i-765 within 30 days** from the original OPT request date indicated in SEVIS.
- ❑ This date usually coincides with the date OPT I-20 was signed by the DSO.
- ❑ **Reminder:** You can file Form I-765 90 days before your program end date, but no later than 60 days after.



File form I-765 to USCIS (ONLINE FILING)

Preparing to file Form I-765

1

- Gather Form I-765 Supporting Documents
- Prepare Form I-765 Filing Fee
- Prepare Valid passport Pictures

2

- Create USCIS Account

3

- Complete the Online filing and payment for Post-completion OPT.
- Track your application progress.

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 to print you most recent record
- Copy of relevant CPT I-20s, prior OPT I-20 & any EADs you received.



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

SAMPLE

OMB No. 1661-0111
Expiration Date: 11/09/2014

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 46119314110
Admit Until Date (MMDD/YYYY):
Details provided on Admission (I-94) form:

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

SAMPLE

Notes:

- Effective April 25, 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(a).
- 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.

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

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB No. 1661-0008

SEVIS ID: N0004720633

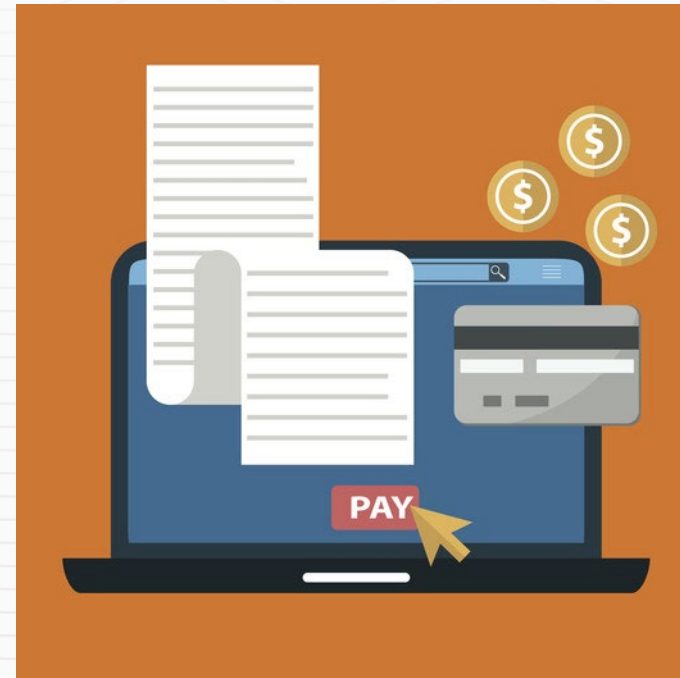
SCENARIOS/PRIMARY NAME Sample	EDUCATION LEVEL Undergrad	F-1 ACADEMIC AND LANGUAGE
PROPOSED NAME Student Sample, II	CLASS OF ADMISSION F-1	
COUNTRY OF BIRTH INDIA	COUNTRY OF CITIZENSHIP INDIA	
DATE OF BIRTH 01 MAY 1983	ISSUE NUMBER 03 APRIL 2012	
POWER ENTER REGION CONTINENTAL ADVICE	ISSUE NAME 03 APRIL 2012	
SCHOOL INFORMATION		
SCHOOL NAME ABC School for Advanced Studies Studies	SCHOOL ADDRESS 9000 N. Highway 24, El Paso, TX 79907	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Bellevue International	SCHOOL CODE AND APPROVAL DATE 03 APRIL 2012	
PROGRAM OF STUDY		
EDUCATION LEVEL Undergrad	MAJOR 1 History and Philosophy of Science and Technology 04, 0704	MAJOR 2 None 00-0000
PROGRAM ENGLISH PROFICIENCY Proficient	ENGLISH PROFICIENCY NOTES None	EARLIEST ADMISSION DATE 04 APRIL 2012
START OF CLASSES 01 JUN 2012	PROGRAM START/END DATE 01 MAY 2012	
FINANCIALS		
ESTIMATED AVERAGE COSTS FOR PARENTS	STUDENT'S FUNDING FOR 12 MONTHS	
Tuition and Fees \$ 15,000	Personal Funds \$ 18,000	
Living Expenses \$ 4,000	Funds From Title School \$ 0	
Expenses of Dependents (0) \$ 0	Funds From Another Source \$ 0	
Other \$ 0	On-Campus Employment \$ 0	
TOTAL \$ 19,000	TOTAL \$ 18,000	
REMARKS		
SCHOOL ATTESTATION		
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, nomination, or other records of status under the purview of financial responsibility, which were required at the school prior to the execution of this form. The school has determined that the above named student qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(b)(3). I am a designated school official of the above named school and am submitting to issue this form.		
SIGNATURE OF SCHOOL OFFICIAL Bellevue International	DATE 01 May 2012	PLACE DATED Ph. Washington, DC
STUDENT ATTESTATION		
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and which for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(a) to determine my nonimmigrant status. Parent or guardian and student, must sign if student is under 18.		
SIGNATURE OF STUDENT Sample, II	DATE	
NAME OF PARENT OR GUARDIAN Sample, II	SIGNATURE	ADDRESS (city/state or postal/zip code) DATE

ICE Form I-20 A-B (01/10/09) Page 1 of 2

Form I-765 Fees

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

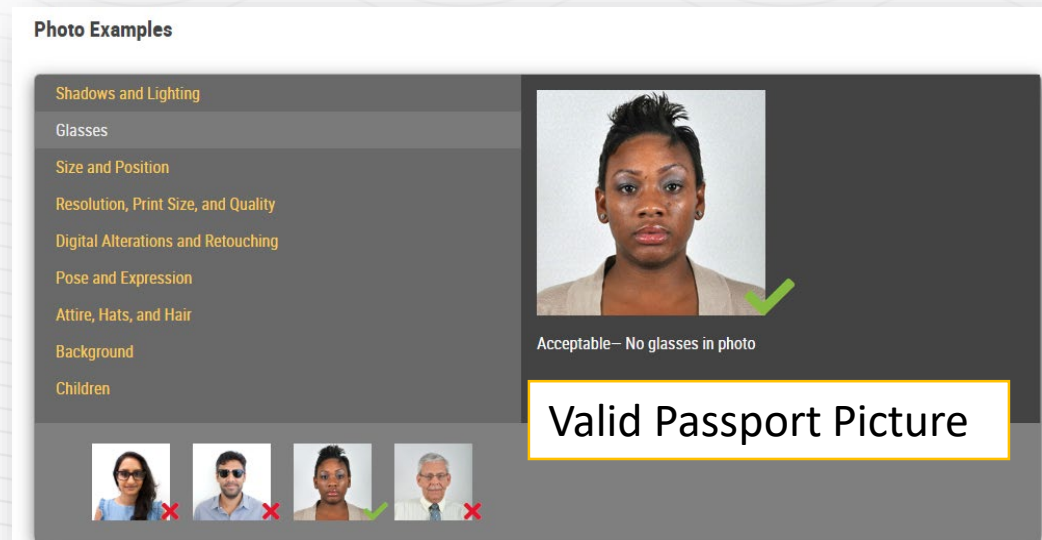
- Fee for form I-765 is **\$470 dollars** (as of July 2024).
- You will be prompted to complete the fee payment online prior to submitting the Form I-765 in your MyUSCIS account.
- Payment can be completed by ***electronic bank transfer or with a credit or debit card***.
- Filing fees are final and non-refundable, regardless of any action USCIS takes on your application, petition, or request, or if you withdraw your request.



Picture Requirements

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

- You will need passport style pictures taken within the **last 30 days**. DO NOT DIGITALLY ALTER YOUR APPEARANCE
- Find photo examples and guidelines in the link provided above.



USCIS Account

Create your USCIS account.

- Go to [USCIS Sign Up page](#) to create your USCIS Online account.
- Review [How to Create a USCIS Online Account](#) for specific instructions



U.S. Citizenship
and Immigration
Services

Sign Up

Your USCIS account is only for you. Do not create a shared account with family or friends. Individual accounts allow us to best serve you and protect your personal information.

You must provide your own email address below if you are the one who is filing a form online, submitting an online request, or tracking a case.

Email *

Email confirmation *

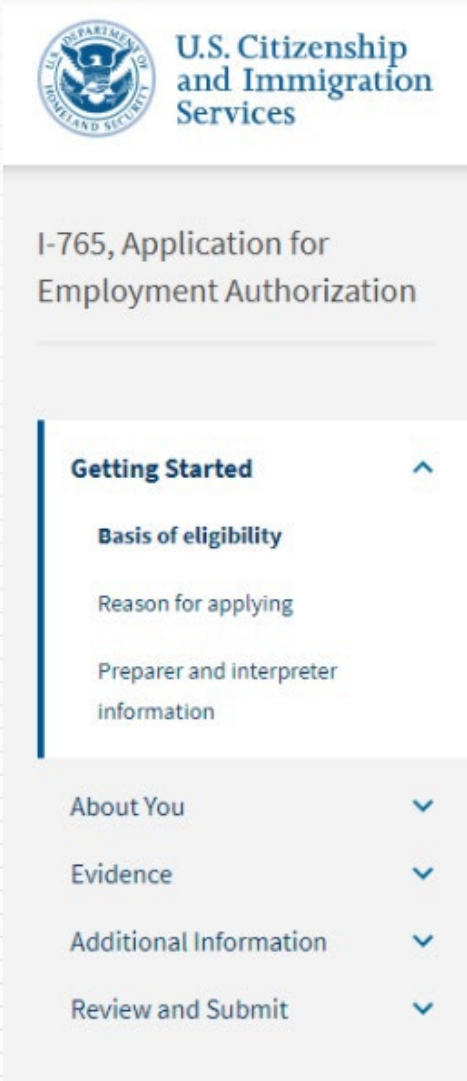
Your email address is used to log in to your USCIS Account. All USCIS email communications will be sent to this address.

Sign Up

Already have an account?

[Sign In](#)

GETTING STARTED



Basis of Eligibility

- What is your eligibility category?
 - Select “Post-completion OPT, (c)(3)(B)”

Reason for Applying

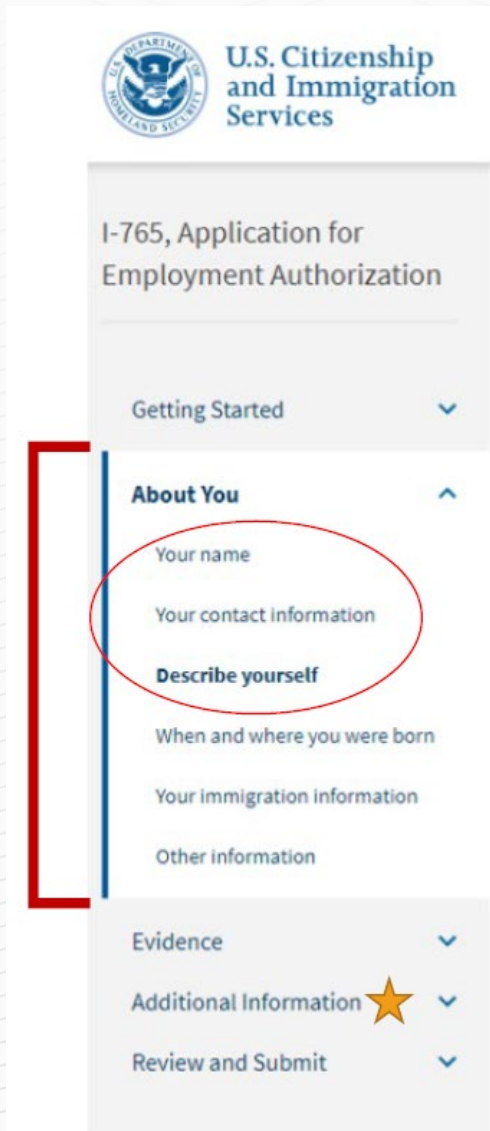
- What is your reason for applying?
 - Select Initial permission to accept employment

Have you previously filed Form I-765?

- Select No if you have not previously applied for work authorization with an I-765
- Select Yes if you have previously filed an I-765 (provide proof in the “Evidence” section)

Preparer and Interpreter Information

- Is someone assisting you with completing this application?
 - Select No



U.S. Citizenship and Immigration Services

I-765, Application for Employment Authorization

Getting Started

About You

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence

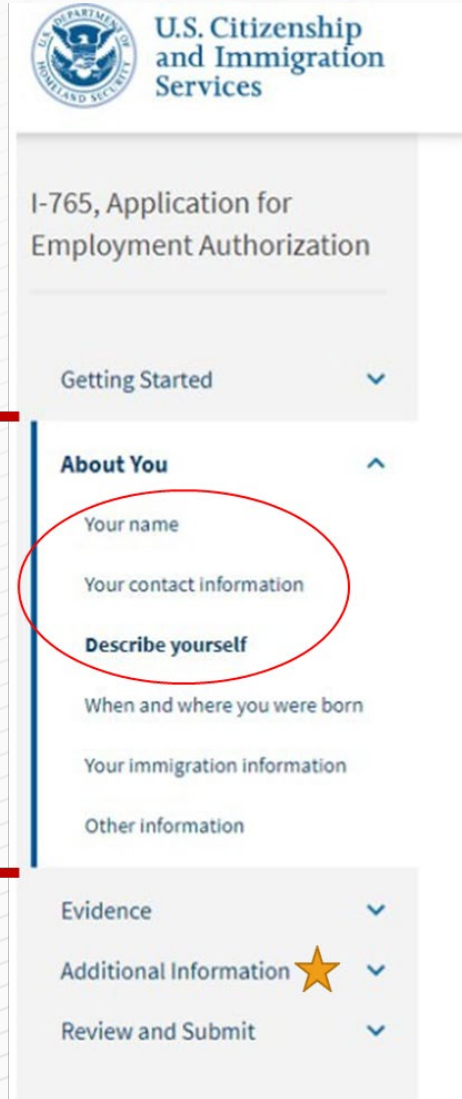
Additional Information ★

Review and Submit

ABOUT YOU

Your Name

- **What is your current legal name?**
 - Enter your full name as it appears on your passport. If your full name does not fit in the spaces provided, use the Additional Information section to list your full name.
- **Have you used any other names since birth:**
 - You can use this section if you have ever changed your name OR if your name appears differently on different legal documents.
 - If this does not apply to you, select “No”.



U.S. Citizenship and Immigration Services

I-765, Application for Employment Authorization

Getting Started

About You

Your name

Your contact information

Describe yourself

When and where you were born

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Other information

Evidence

Additional Information ★

Review and Submit

ABOUT YOU (continued)

Your Contact Information

- **How may we contact you?**
 - § Daytime telephone number
 - § Email address (do not use a “u.rochester.edu” email address; it is invalid in the online form)
 - § What is your current U.S. mailing address? (see next page)
 - § Is your current mailing address the same as your physical address? (see next page)

Describe Yourself

- What is your gender?
 - § Mark the box that best describes you.
- What is your marital status?
 - § Mark the box that best describes you.

US Mailing Address:

- The address you enter here is where your EAD card and any other notices from USCIS will be mailed. This should be an address where you can securely receive mail for the next 6 months.
- If the mailing address you are using is different from where you live, select “No”.
 - You will be prompted to list your current residential address.
 - If the mailing address you are using is the same as your physical address, select “Yes”.

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

In care of name (if any)

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

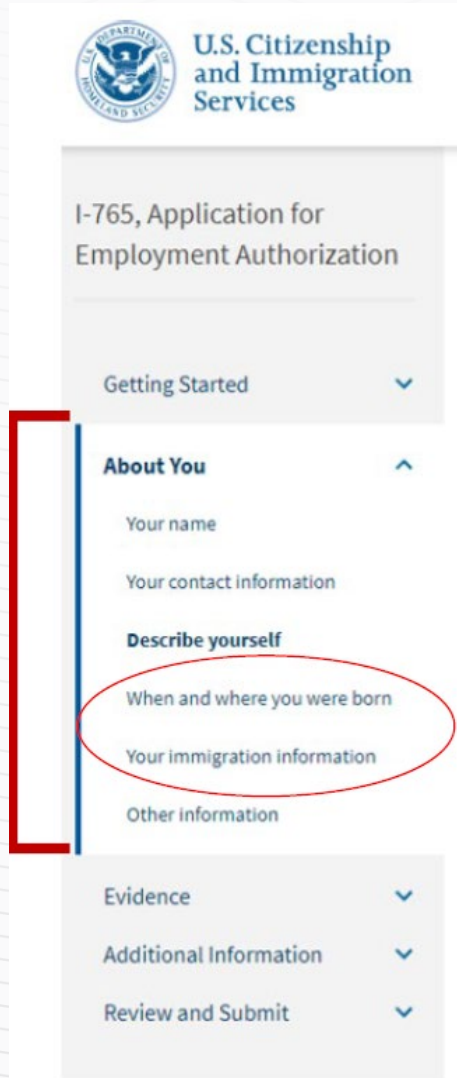
State

ZIP code

Is your current mailing address the same as your physical address?

- Yes
 No

ABOUT YOU (Continued)



U.S. Citizenship and Immigration Services

I-765, Application for Employment Authorization

Getting Started

About You

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence

Additional Information

Review and Submit

When and Where You Were Born

- What is your city/town/village, state/province, and country of birth?
- What is your date of birth? Enter your date of birth in MONTH/DAY/YEAR format.

Your Immigration Information

- What is your country of citizenship or nationality?
 - If you are a citizen or national of more than one country, select + Add Country to add all the countries where you hold citizenship.
 - What is your Form I-94 Arrival-Departure Record Number?
 - You can find this on your I-94 record, when you select Get Most Recent I-94.

Your Immigration Information (cont)

When did you last arrive in the United States?

- Date of Arrival: You can find this on your I-94 record.
- Place of arrival (Port of Entry): Click on the Travel History button on your I94 record to access this information.
- Status at last arrival: Select F-1 Student

What is the passport number of your most recently issued passport?

What is your travel document number (if any)? You can leave this blank unless you have a travel document other than a passport.

What is the expiration date of your passport or travel document?

What country issued your passport or travel document?

What is your current immigration status or category?

- Select F-1 Student

What is your Student and Exchange Visitor Information System (SEVIS) Number?

- You can find your SEVIS ID number on your I-20.



I-765, Application for
Employment Authorization

Getting Started

About You

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence

Additional Information

Review and Submit

ABOUT YOU

Other Information

- **What is your A-number?**
 - If you have previously applied for OPT, you can enter the 9 -digit “USCIS #” on your current EAD card as your “A - Number”.
 - Otherwise, select “I do not have or know my A-Number.”
- **What is your USCIS Online Account Number?**
 - Select “I do not have or know my USCIS Online Account Number” if applicable.
- **Has the Social Security Administration (SSA) ever officially issued a Social Security Card to you**
 - Select Yes or No.



I-765, Application for
Employment Authorization

Getting Started 

About You 

Your name


Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence 

Additional Information 

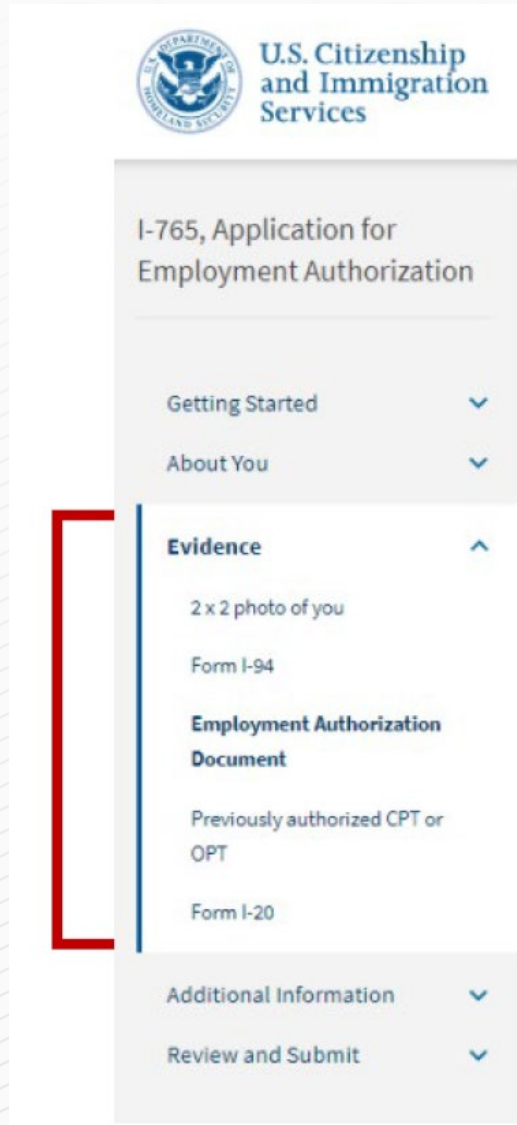
Review and Submit 

ABOUT YOU (Cont.)

- **Do you want the SSA to issue you a Social Security card?**
 - Select **No** IF you already have an SSN card.
 - Select **Yes** IF you do not have an SSN or have lost your card. You will be prompted to complete additional information so SSA can issue you a social security card.

Being approved for OPT automatically makes you eligible for a Social Security Number, so you can apply for one along with your OPT application. Your Social Security Card will be sent to the mailing address used for this application.

Evidence



The screenshot shows the USCIS website interface for the I-765 application. At the top left is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is the title "I-765, Application for Employment Authorization". A navigation menu on the left side includes "Getting Started", "About You", "Evidence", "Employment Authorization Document", "Additional Information", and "Review and Submit". The "Evidence" section is highlighted with a red box and contains the following items: "2 x 2 photo of you", "Form I-94", "Previously authorized CPT or OPT", and "Form I-20".

2x2 Photo of you:

- Upload a passport photo that meets USCIS specifications. Local convenience stores (such as CVS) may provide digital passport photos. Use the photo tool to upload your photo and ensure it meets the photo requirements.

Form I-94:

- Upload a COPY of your I-94 record. You can look up your most recent I-94 online.

Employment Authorization Document:

- Upload a COPY of your Passport ID page
- Upload a front-and-back COPY of any previous/current EAD(s) (if applicable)

Evidence (Cont.)

Previously authorized CPT or OPT:

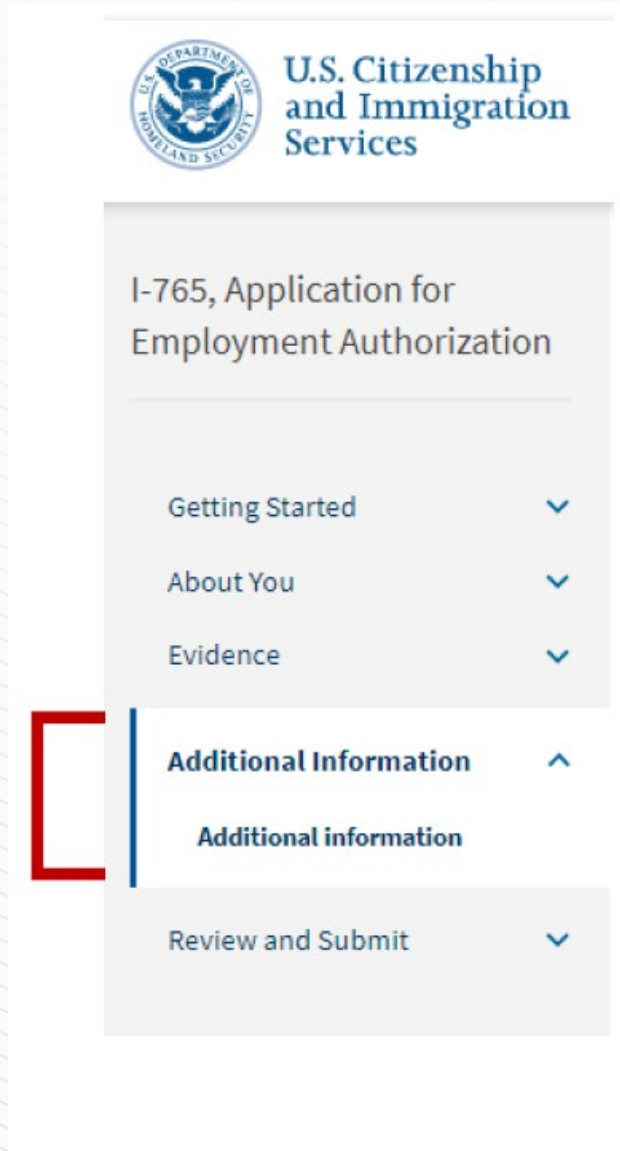
- Upload a COPY of previous I-20s with CPT or OPT information (if applicable)

Form I-20:

- Upload a COPY of your OPT Recommendation (after you have printed and signed/dated the I-20 in blue ink)

Tips for Uploading Evidence

- **Make sure each image is clear and that all text is readable.**
- **You can upload multiple files in each section, if needed.**
- **Files must not be larger than 6MB.**
- **Files must be in one of these formats: PDF, JPG, or JPEG. For some forms, USCIS also accepts files in TIF or TIFF format.**
- **Do not encrypt or password protect your files.**



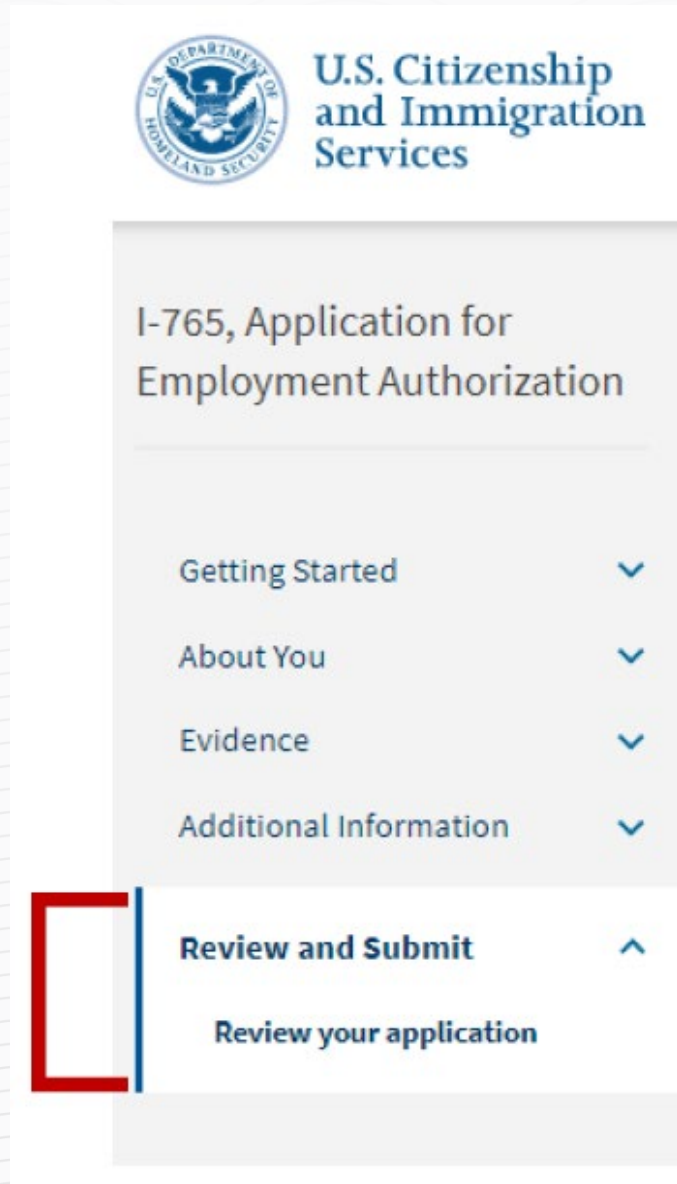
Additional Information (as applicable to your situation)

USE THIS SECTION IF:

- Your full name could not fit in the *About You* section.
 - Example: Complete legal name: Last name: _____, First name: _____, Middle Name: _____
- Your I-94 record does not list your most recent entry.
 - Example explanation: **Public I-94 record system was not updated after most recent travel to Canada. The I-94 record uploaded in the “Evidence” section does not reflect my most recent entry to the United States referenced in the “About You-Your Immigration Information” section.**

Additional Information (Cont) **(as applicable to your situation)**

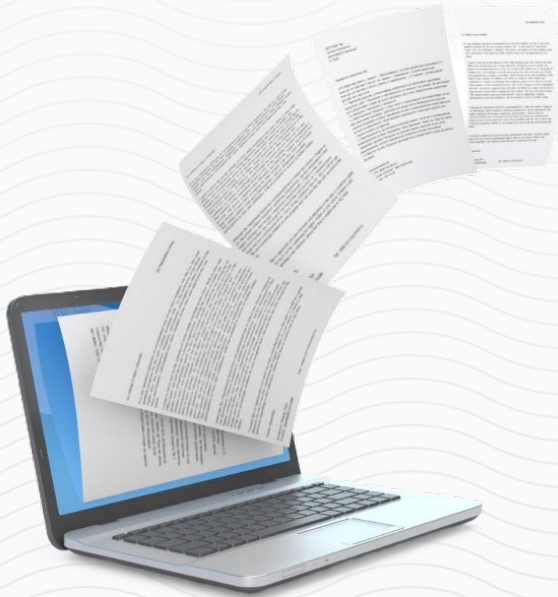
- You've had any previous SEVIS ID Numbers:
 - Section: About You, Page: Your Immigration Information
Additional Information: List your previous SEVIS ID number and the degree level (High School, Bachelor's Master's, etc.) associated with that SEVIS ID.
- You've had previously authorized CPT or OPT and do not have former I-20's with these details.
 - **Section** Evidence Page: Previously authorized CPT or OPT **Additional Information:** List the type of previously authorized practical training (CPT, OPT, etc.), the dates of previously authorized practical training, the degree Level (Bachelor's, Master's, PhD, etc.), the application status (approved, denied, or withdrawn), and the Receipt or Card Number (if applicable and known).



Review & Submit

- **Review your application:** CIE recommends that you review your application before submitting to USCIS.
- **Read and agree to the “Applicant’s Statement”.**
- **Digitally sign**
- **Pay the application fee:** The system will direct you to Pay.gov, a US government payment site, to pay the required I-765 application fee. You will be able to pay using a US credit / debit card or through an ACH transfer (direct withdrawal) from your US checking account.

Review & Submit (Cont)



- **Submit your application!** After submission, your application will automatically be assigned a USCIS receipt number. You can print out an electronic receipt from your myUSCIS account portal. A paper receipt notice will follow in the mail a few weeks later.

IMPORTANT: Once you submit your payment information and the payment is successfully received, USCIS considers your application OFFICIALLY SUBMITTED. You cannot change or edit your I-765 application responses after payment has been submitted

Common Mistakes to Avoid

1. Application is not submitted within the timeframe.
2. Application is incomplete/missing the OPT I-20.
3. Payment issues: i.e. 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)?*
 - v An RFE is a formal notice sent by the immigration adjudicator reviewing your OPT application for: missing documents, better pictures, clarification of information
 - v Must respond within 60 days



• Application Progress & Status Updates



USCIS Contact Center
Dial 800-375-5283

- You will have the receipt notice (Form I-797) immediately after completing the online filing.
- Use the case number to check the status of your application online and case correspondence. at <https://egov.uscis.gov/casestatus/landing.do>
- Use the online tools to submit inquiries to USCIS about your application.
- You should expect your **Employment Authorization Document (EAD)** to arrive by mail. The Social Security card will follow afterwards, only if you requested one.
- Notify USCIS immediately if you notice mistakes in form I-797.

Maintain F-1 Status while Completing Post-Completion OPT

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.



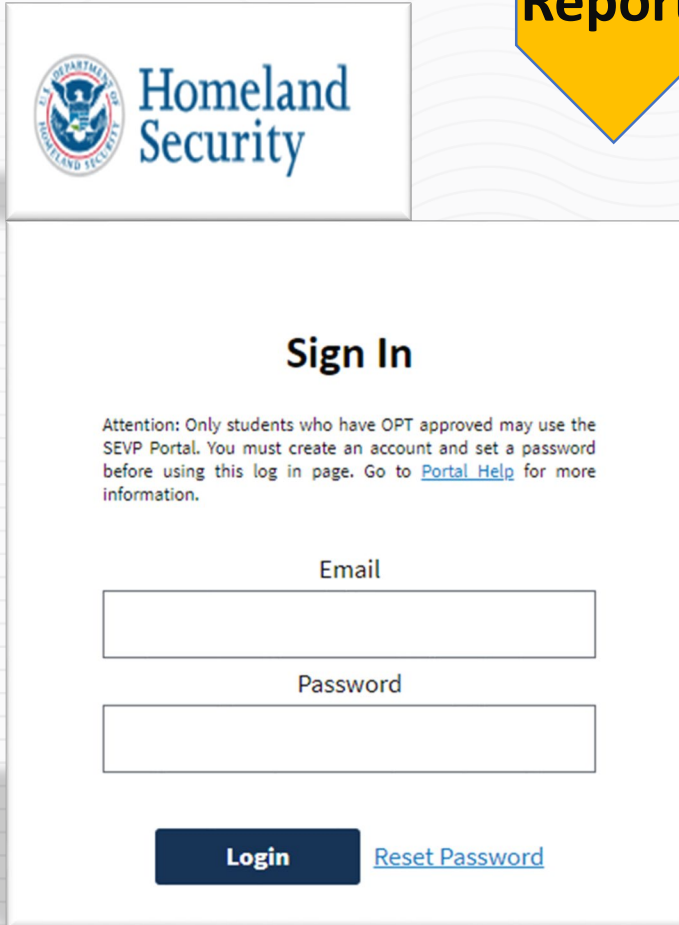
Valid Employment Categories

- 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)



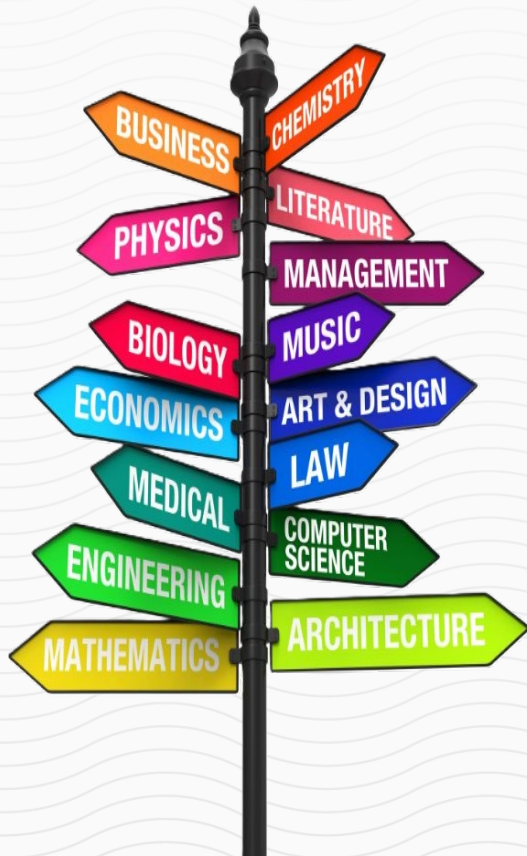
Report

- Report updates within 10 days from the change



The screenshot shows the SEVP Portal Sign In page. At the top left is the Department of Homeland Security logo. The main heading is "Sign In". Below the heading is a note: "Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to [Portal Help](#) for more information." There are two input fields: "Email" and "Password". At the bottom, there is a dark blue "Login" button and a blue link for "Reset Password".

- 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 on day 1 of your approved OPT period.
- 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 for the SEVP Portal*

- 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

TRAVEL

- Travel is **NEVER** recommended when your application is pending AFTER 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
 - Request a travel signature online [Request Documents or Signatures | California State University Long Beach \(csulb.edu\)](#)
- Valid F-1 Visa Stamp
- Freshly Signed OPT I-20
- EAD Card
- Letter from your Employer
- Contact information for the designated school official (DSO) at your school



INSURANCE

- Purchasing Health Insurance is not required but **ABSOLUTELY** 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

End of OPT

You have a 60 Day Grace Period **but only if you have been maintaining F1 status through OPT**. Below are your options.

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



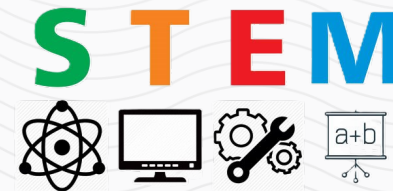
Cap Gap

- 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.



Helpful Resources

Career Development Center (CDC) Resources

College Job and Internship feeds

[College of Business Job & Internship Feed](#)

[College of Education Job & Internship Feed](#)

[College of Engineering Job & Internship Feed](#)

[College of Health & Human Services Job & Internship Feed](#)

[College of Liberal Arts Job & Internship Feed](#)

[College of Natural Sciences & Mathematics Job & Internship Feed](#)

[College of The Arts Job & Internship Feed](#)

Job Search Club | Virtual

Every Tuesday, 12:00 P.M. - 1:00 P.M. , July 16 - August 6

If you are an alumnus and need some motivation in your job search, join this weekly virtual meeting of fellow CSULB job seekers. Share your struggles and successes with others who know what you're going through; you don't have to go through the job search process alone!

[RSVP Here](#)

[Visit Careerlink here for more events.](#)

Beach Nexus

Beach Nexus is CSULB's exclusive online mentoring and professional network that connects alumni, students and community.

GoinGlobal

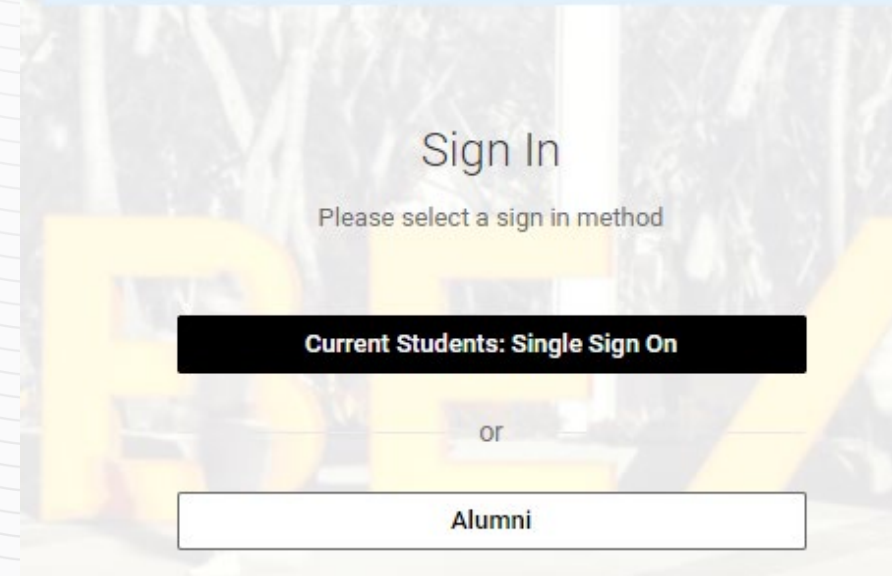
International students can find employers who have sponsored in the past (H1B visas).



i Students, Recent CSULB Graduates, and Campus-Staff will access CareerLINK from the [CSULB Single Sign On](#)

Recent CSULB graduates have continued free access to CDC services for a 12 month period post graduation.

CSULB Alumni with a degree award date beyond 12 months can continue to use CareerLINK free of charge with a completed [annual sign-up form](#).



Beach Connect- Advising

BEACHCONNECT

- Online: **sso.csub.edu**
 - Meet with your immigration advisors
 - Access university resources

Visit
studyinthestates.dhs.gov/students

The screenshot shows the 'STUDY in the STATES' website. At the top left is the Department of Homeland Security logo. The main title 'STUDY in the STATES' is prominently displayed. Navigation links include 'STUDENTS', 'SCHOOLS', 'BLOG', and 'TOOLS'. A search bar and a 'Select Language' dropdown are also visible. The 'STUDENTS' section features a video player for an 'I-901 SEVIS Fee tutorial' and a list of links under 'LEARN' and 'MAINTAIN'.

Department of Homeland Security

About | Blog | Glossary | Contact Us

View Disclaimer

Select Language

STUDENTS | SCHOOLS | BLOG | TOOLS

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.

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

MAINTAIN

My Student Status

- Know the Rules for F-1 and M-1 Students
- Transfer as an F-1 Student
- Transfer as an M-1 Student

Center for International Education International Student Services

Office Hours:

Monday – Thursday: 9:00 am – 12:00 pm, 1:00 pm to 4:00 pm

Friday, 9:00 am – 3:00 pm

Closed everyday 12:00 pm – 1:00 pm

Location: FND 185B

Email:

- cie-student@csulb.edu

Website and social media:

- [International Students and Scholars | California State University Long Beach \(csulb.edu\)](https://www.csulb.edu/international-students-and-scholars)
- **Facebook:** CSULB International Student Services
- **Instagram:** CSULB_ISS

