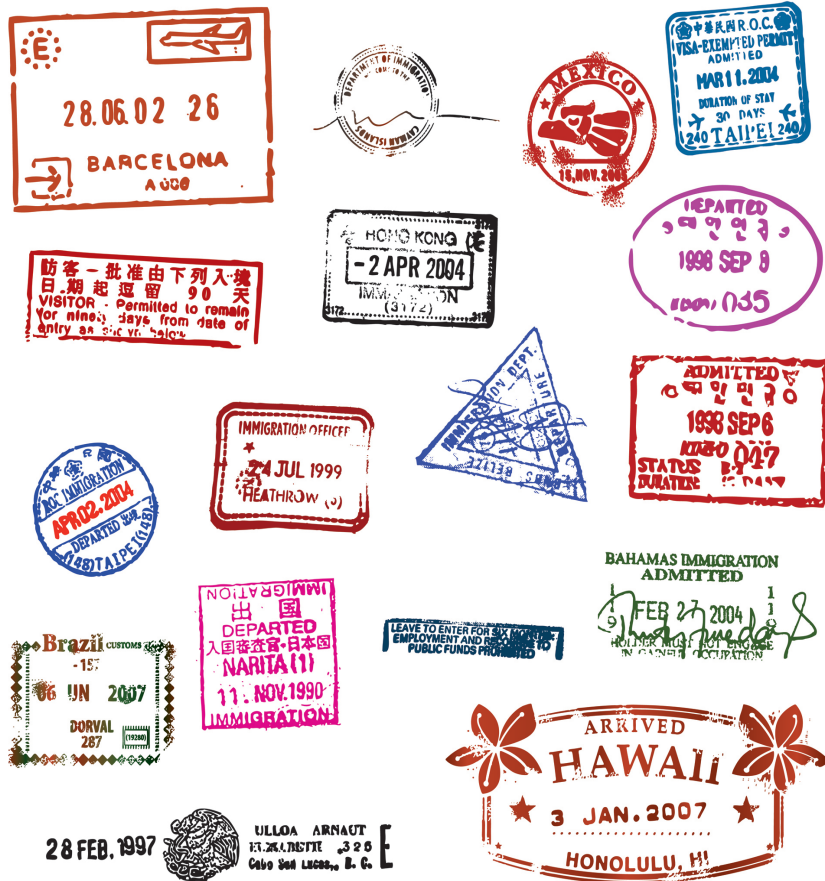




# F-1 OPTIONAL PRACTICAL TRAINING (OPT)

**Online Orientation**



- ① Identify OPT regulations and considerations
- ② Understand the OPT timeline and how it effects decisions
- ③ Describe common do's and don'ts during OPT
- ④ Complete the OPT application



**DESCRIPTION OF MODULE  
NAVIGATION  
(PLAYBAR / TOC / ETC)**



**Begin Module**  
\*required for certificate

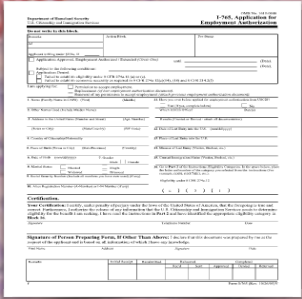
**Review**



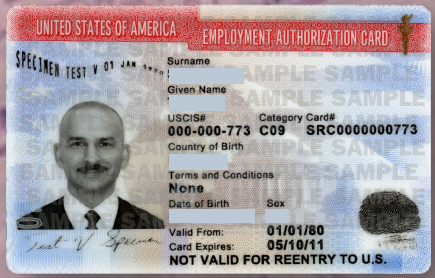
OPT Overview

CALENDAR						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OPT Timeline



Application Process



During OPT

Pops up on image mouse over



- ✓ OPT provides an F-1 student the opportunity to gain hands-on practical work experience in the student's major field of study.
- ✓ Cumulative 12 months maximum per education level.  
\**Exception for STEM extension*



Explanation based on which button selected:

Pre: part time during semester or full time during breaks / summer

Post: Full time

Hover over green, blue, purple for box to left

Torn edge with arrow to the right

**Continue >**





To be eligible, you must...

- Be enrolled as a full-time student for at least one full academic year (fall & spring)
- Be currently **in-status** under an F-1 visa.

**You do not need a job offer or even prospects to apply!**

Once your OPT period begins, the work you do must be directly related to your major field of study, and

- Can be paid or unpaid (including volunteering)
- Can be full-time or part-time. If part-time, the total must average 20 hrs / wk
- Can work for multiple employers or as a self-employed business owner.
- Can work anywhere in the US.

Continue >



## 2 question slides

Question 1: Which of the following are NOT eligible OPT jobs:



Question 2: If you completed 5 months of pre-completion OPT, how long could you work under OPT after graduation in a non-STEM field?

- a) 12 months
- b) 7 months
- c) 0 months

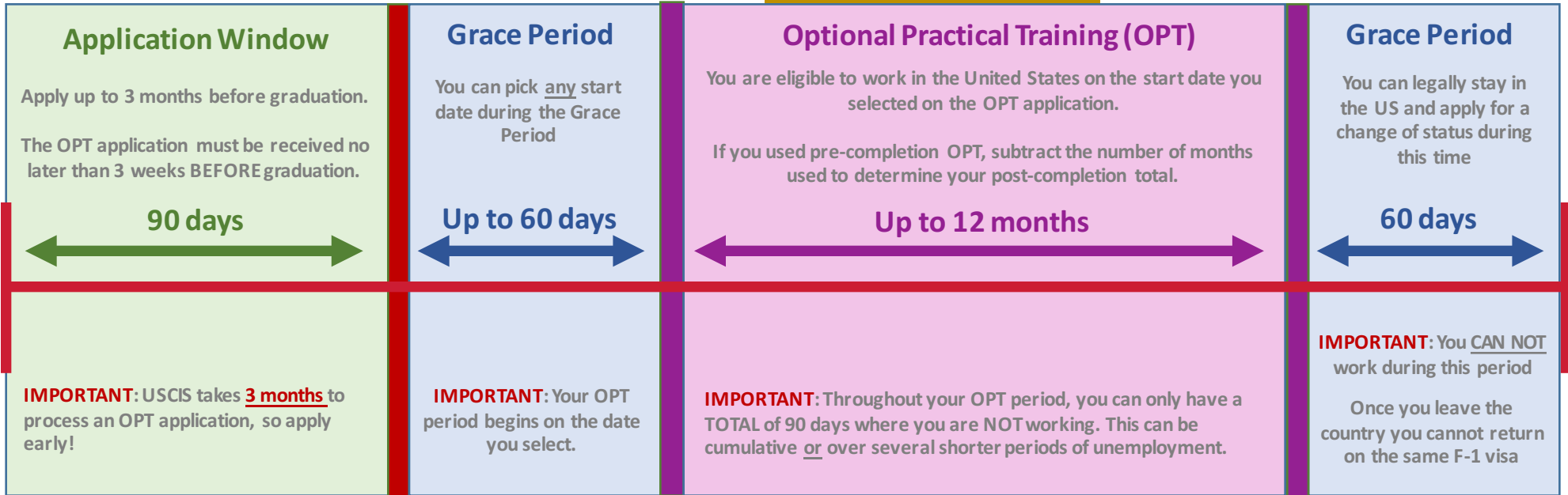
Continue >



Graduation Selected Start Date

A box that fills with unemployment time as the cursor moves through OPT

Up to 12 months from Start Date



Auto progression of each phase with narration

Visual of shifting start date here to illustrate point

FIRST DAY OF WORK

After completing, participant can select section again to review

FINAL DAY OF WORK

Continue >





## OPT Scenario Quiz

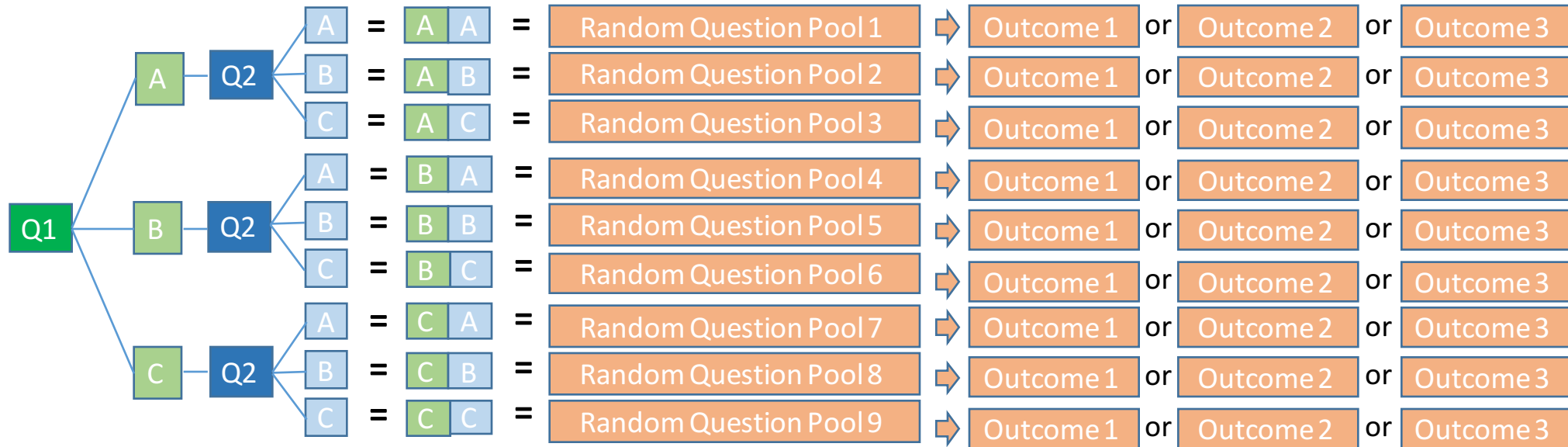
Scenario: You are graduating on May 20.

Q 1: When should Clawed submit his application?

- a) February 19 (90 days before)
- b) April 5 (45 days before)
- c) May 10 (10 days before)

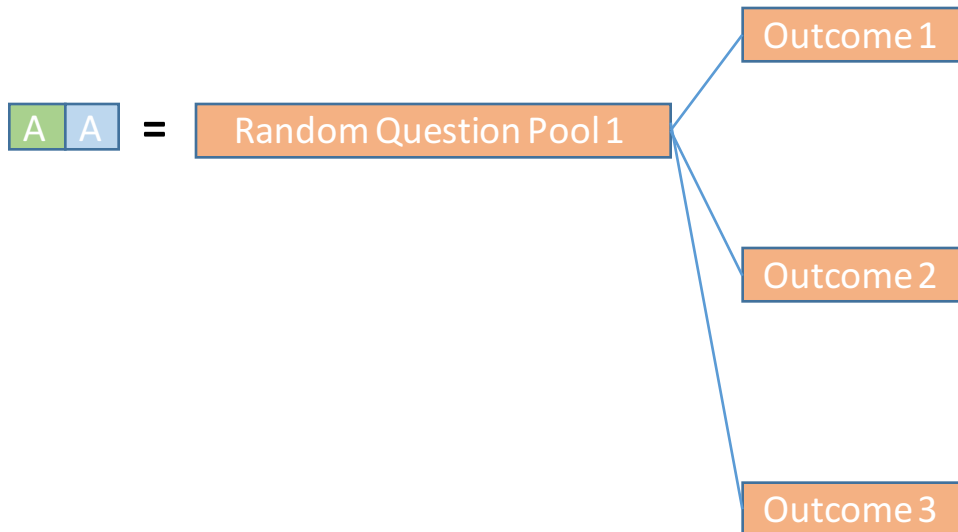
Q 2: Which OPT Start Date should Clawed select?

- a) May 25 (5 days after)
- b) June 14 (25 days before)
- c) July 19 (60 days after)





## Example:



It's July 20, you're still looking for a job or internship in your field of study, you've already lost almost two months of eligible work time while searching, hopefully you can find a position in the next 15 days before using all of your 90 days of allowable unemployment...

You were able to secure a position before you graduate and are starting work on May 30. You have your OPT card in hand and the OPT start date has passed. You are eligible to start working on that day!

After a month of job hunting, you finally find a position in your field. Although you used up a month of eligible work time, you are able to start working immediately and stop accruing unemployment time.

Q 1: When do you want to send in your application?

A February 19 (90 days before)

Q 2: Select your OPT Start Date:

A May 25 (5 days after)

After each of the 27 outcomes the participant will be brought to the next slide ->



- Try to submit your application as soon as possible. USCIS can take as long as three months to process applications.
- Choose your OPT Start date carefully, remember these two points:
  - If you choose an early start date, you run the risk of wasting your OPT time looking for work & using up your allowable unemployment time.
  - If you choose a late start date, but find a job quickly, you can not begin working until the date on your card, if this far in the future, the employer may not be willing to wait for you to start working legally.
  
- Others TBD
  
- H1-B consideration



## Step 1: Bring the following to ISSS:

*Expect it to take about 30 minute for ISSS to process your OPT in-take*

- Completed Academic Program Form
- Completed form I-765 (in *BLACK* ink, no corrections)
- Current I-94 card printed from <https://i94.cbp.dhs.gov/I94/request.html>
- Previous EAD card, if applicable
- Valid Passport
- F-1 Visa
- I-20s (all previous and current)

Participant clicks on each element of the list and reviews that form. When they return to this page, that box is "checked"



## Completion of Academic Program

American University • Building a Global University • International Student and Scholar Services

**TO THE STUDENT:**  
Please complete the information requested in the box, have your academic advisor complete the section below, and return to ISSS, Butler Pavilion 410.

Name: \_\_\_\_\_ AU ID#: \_\_\_\_\_  
Last First

Country of Citizenship: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

CAS  KOGOD  SIS  SOC  SPA  WCL  WSEM  
 Bachelor's  Master's  Ph.D. Major: \_\_\_\_\_

OPT Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ (Dates to be completed at OPT session)  
 Post-Completion OPT  Pre-Completion OPT (if pre-completion:  part-time {≤20hr}  full-time)

**TO THE ACADEMIC DEPARTMENT:**

The international student listed above is applying to the U.S. Citizenship & Immigration Service for Optional Practical Training, a type of employment authorization for work experience in a student's field of study. In order to recommend the student for this benefit, International Student and Scholar Services (ISSS) requires academic departments to certify when a student completes, or is expected to complete his/her academic program.

The student's GPA is \_\_\_\_\_. Please note that if the student's GPA will be too low to graduate, he/she should not apply for OPT. If student's GPA is currently below the minimum to graduate, please explain on the back of this form why you support the student's OPT application.

This document certifies that the student listed above is expected to complete all academic requirements for his/her academic program on \_\_\_\_/\_\_\_\_/\_\_\_\_.

**I have determined this date based on the following:**

- Graduation date
- Last day of classes or final exams.
- Date the grade for the last required course will be submitted.
- Date the student will write, or will be notified of results of comprehensive exams.
- Date the student will defend, or will be notified that a THESIS, DISSERTATION or SRP will be complete.

**OR:**

This document certifies that the student listed above has completed (or will complete) all course requirements with the exception of:

- THESIS/DISSERTATION
  - SRP
  - COMPREHENSIVE EXAM
- Required coursework completion date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I certify that the above information is correct and satisfies the information required for International Student and Scholar Services to recommend practical training for this student.

Name of Dean, Academic Advisor, or Faculty Advisor \_\_\_\_\_

Telephone \_\_\_\_\_

Please return to:  
International Student and Scholar Services  
410 Butler Pavilion  
885-3350/885-3354

Signature \_\_\_\_\_

Date \_\_\_\_\_

L:\ISSS\HANDOUTS\EMPLOYMENT\T11 Employ Handout\OPT\Completion of Academic Program Form.DOCX

Name: \_\_\_\_\_ AU ID#: \_\_\_\_\_  
Last First

Country of Citizenship: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

CAS  KOGOD  SIS  SOC  SPA  WCL  WSEM  
 Bachelor's  Master's  Ph.D. Major: \_\_\_\_\_

OPT Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ (Dates to be completed at OPT session)  
 Post-Completion OPT  Pre-Completion OPT (if pre-completion:  part-time {≤20hr}  full-time)

**Name:** Enter your full legal name as listed on your passport

Describe each section of the form in this way + all the other forms



## Step 1: Bring the following to ISSS:

*Expect it to take about 30 minute for ISSS to process your OPT in-take*

- Completed Academic Program Form
- Completed form I-765 (in *BLACK* ink, no corrections)
- Current I-94 card printed from <https://i94.cbp.dhs.gov/I94/request.html>
- Previous EAD card, if applicable
- Valid Passport
- F-1 Visa
- I-20s (all previous and current)

Example of application section home page after completion of each section.

Once complete, participants can review any of the forms by clicking on that name in the list again

Continue >



## Step 2: Processing your OPT I-20:

*ISSS will process a new OPT I-20 within 5 business days. Meanwhile, prepare the following:*

- A filling fee check
- Two (2) passport sized photos

Example of application section home page after completion of each section.

Once complete, participants can review any of the forms by clicking on that name in the list again

Continue >



WILLIAM FARGO  
2063 PLEASANT RD  
ANYWHERE USA 12345

March 25, 2015  
Date 000-0000

201

Pay to the Order of US Department of Homeland Security

\$ 380.00

Three hundred and eighty dollars  
Dollars

Your Bank Street Address  
City, State 12345

For SEVIS # 12345678987

*William Fargo*

⑆ 23400056⑆ 9876543201⑆

**Pay to the Order Of:** U.S. Department of Homeland Security

**Amount:** \$380.00

**Memo:** Your SEVIS Number

Narrate while each section highlights,  
student can go over sections of the check  
again to review

Continue >





## Step 2: Processing your OPT I-20:

*ISSS will process a new OPT I-20 within 5 business days. Meanwhile, prepare the following:*

- A filling fee check
- Two (2) passport sized photos

Example of application section home page after completion of each section.

Once complete, participants can review any of the forms by clicking on that name in the list again

Continue >



After receiving your new OPT I-20 from ISSS. Prepare your application:

- Check or money order for \$380
- Completed form I-765 (in *BLACK* ink, no corrections)
- Current I-94 card printed from <https://i94.cbp.dhs.gov/I94/request.html>
- Copy of previous EAD card, if applicable
- Copy of valid passport
- Copy of F1 visa
- 2 passport photos taken within last 30 days
- Copies of all I-20s (previous and current)

Send the application to USCIS as soon as you receive your OPT I-20, USCIS must receive the application within 30 days of the I-20's issuance date!

After clicking continue, large receipt notice form will appear on screen. Text "You should receive the I-797 within 2-6 weeks of submission":

Department of Homeland Security  
Citizenship and Immigration Services  
Form I-797, Notice of Action  
**THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.**

AGENCY	STATUS
USCIS Application for Development Authority	Approved
US 145852881	2/22/2019
APPROVAL DATE	EXPIRES
08/08/2019	08/08/2021
APPROVAL DATE	EXPIRES
08/08/2019	08/08/2021

NAME AND MAILING ADDRESS

Full and complete payment has been received on the above application. Please notify us immediately if any of the above information is incorrect. If you find an error, contact the office by writing, by email or by fax a copy of this receipt notice with your request.

**BENEFIT DETAILS:**  
The only way to have your benefits taken as a USCIS Application Support Center (ASC). You will receive a notice by the mail regarding when USCIS has scheduled you for your ASC appointment.

If you have questions about possible immigration benefits and services, filing information, or USCIS forms, please call the USCIS National Customer Service Center (NSC) at 1-800-375-5282. If you are hearing impaired, please call the NSC TDD at 1-800-541-8853. Please also refer to the USCIS website: [uscis.dhs.gov](https://uscis.dhs.gov).

If you have any questions or comments regarding this notice or the status of your case, please contact our customer service number. You will be notified separately about any other case you may have filed.

USCIS Office Address: USCIS Customer Service Number:  
2415  
Michigan Service Center  
2415 Main Street  
Livonia, MI 48150-3201  
(800) 375-5282

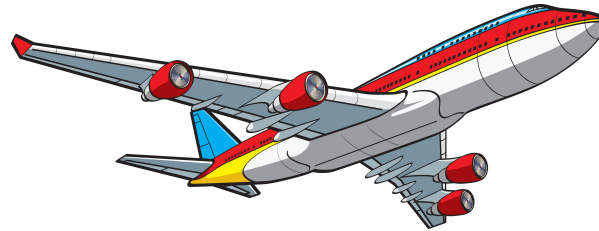
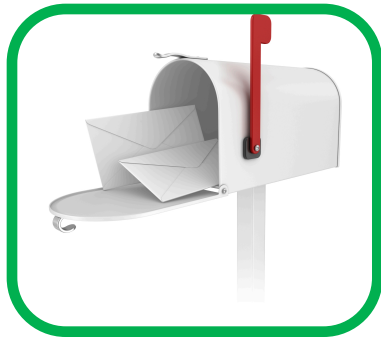
Form I-797 (Rev. 1-18) 1001017

Continue ➤



# Considerations while you wait

Between the time you submit your application and USCIS issues your EAD card, keep the following considerations in mind...



You must be physically present in the US to submit the application. Please discuss travel plans with ISSS before filing OPT.

Image highlights and separate text appears through narration

Continue >



- You decide not to mail your OPT application to USCIS for any reason.
- You do not receive a receipt notice (I-797 with case number from USCIS) within 2-6 weeks from the date your OPT application was received.
- You receive an RFE (Request for Further Evidence)
- You find an error by USCIS on your OPT EAD card
- You change your immigration status

Cascading list with narration

Continue >



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

I-797, Notice of Action

**THE UNITED STATES OF AMERICA**

RECEIPT NUMBER		CASE TYPE I-765 APPLICATION FOR EMPLOYMENT AUTHORIZATION	
RECEIPT DATE May 12, 2014	PRIORITY DATE	APPLICANT	
NOTICE DATE July 24, 2014	PAGE 1 of 1		
<b>John Doe</b> 4400 17TH ST NW APT 123 WASHINGTON DC 20036		Notice Type: Approval Notice Class: C03B Valid from 07/24/2014 to 07/10/2015	

Your application for employment authorization has been approved. The Form I-765, Employment Authorization Document, was sent under separate cover to the beneficiary.

This card authorizes your employment in the United States. Show this card to your employer to verify authorization to work during the dates on the card.

If any information on the card is incorrect, please write the correct data below. Include your Employment Authorization Document, I-766, a photocopy of this notice, and evidence to support the necessary corrections.

**THIS APPROVAL NOTICE IS NOT A VISA OR EVIDENCE OF EMPLOYMENT AUTHORIZATION, NOR MAY IT BE USED IN PLACE OF A VISA OR FORM I-766.**


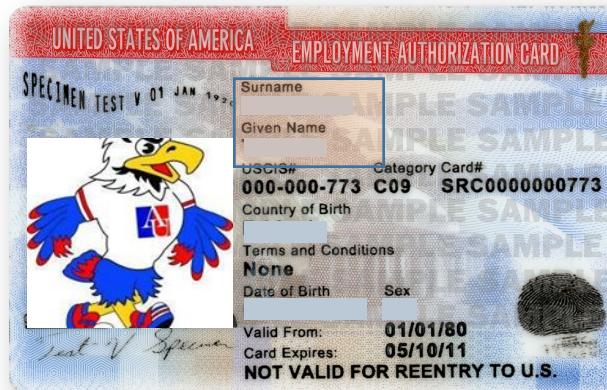
As a reminder, you may request to change employers under INA 204(i), if your Form I-485 Adjustment application has been pending for at least 180 days and your underlying Form I-766 approval is still pending. In order to do so, you should supplement the Form I-485 record of proceeding with documentation related to the new job offer that forms the basis of the INA 204(i) portability request. For more information on how to request to change employers and what information is required to supplement the Form I-485, please visit [www.uscis.gov](http://www.uscis.gov).

**THIS FORM IS NOT A VISA NOR MAY IT BE USED IN PLACE OF A VISA.**

**NOTICE:** Although this application/petition has been approved, USCIS and the U.S. Department of Homeland Security reserve the right to verify the information submitted in this application, petition and/or supporting documentation to ensure conformity with applicable laws, rules, regulations, and other administrative methods used for verifying information may include, but are not limited to, the review of public information and records, contact by correspondence, the internet, or telephone, and site inspections of businesses and residences. Information obtained during the course of verification will be used to determine whether conviction, deportation, and/or removal proceedings are appropriate. Applicants, petitioners, and representatives of record will be provided an opportunity to address derogatory information before any formal proceeding is initiated.

Please see the additional information on the back. You will be notified separately about any other cases you filed.

U.S. CITIZENSHIP & IMMIGRATION SERVICES  
VERMONT SERVICE CENTER  
75 LOWER WELDEN STREET  
SAINT ALBANS VT 05479-0001  
Customer Service Telephone: (800) 375-5283

When you receive your card check:

- Your Name
- Begin & End Date
- Country of Birth
- Terms and Conditions (it will state if you are Student: Post-Completion OPT or Post-Completion OPT)

Review of fields to verify on both documents

Continue ➤



- ✓ Email copies of front and back of EAD card once it is received to [isssemployment@american.edu](mailto:isssemployment@american.edu)
- ✓ Email [issimmigration@american.edu](mailto:issimmigration@american.edu) with any changes from F-1 to another status (e.g. H1-B, A-1, G-4 etc.)
- ✓ Report the following to ISSS within 10 business days:
  - ❖ Change of address
  - ❖ Change in employment, including **Volunteer positions** (start, change, end, additional)

Cascading list with narration – The OPT website will pop-up on continue and highlight where students input information

Continue >



Leaving the country



Applying the for H-1B

Participant clicks on each image to start that section. When complete, they return to the screen and the section they just went to is darkened.

Example of "completed" section:





It is highly recommended that you **do not travel** while on OPT.

But, if you must travel, make sure you mitigate any risk of forfeiting your F-1 status and OPT eligibility by traveling smartly.

To travel and re-enter the US while on OPT, you must have:

- Your OPT I-20, signed for travel within the past 6 months
- A valid F-1 visa
- A valid passport
- An employer letter
- Your valid EAD card





The following scenarios highlight possible situations you may encounter when traveling during OPT:



Scenario	EAD Card	F-1 Visa	Signed I-20	Employed	Risk Level
1	X	✓	✓	X	HIGH
2	✓	✓	✓	X	HIGH
3	✓	X	✓	✓	HIGH
4	✓	✓	X	✓	HIGH
5	✓	✓	✓	✓	LOW

Yellow highlight moves down the line of scenarios as the the narration speaks

Student can rollover the line again to review scenario if desired.

## RISKY

You decide to travel out of the country while your OPT application is being processed. You plan to return before the 60 day grace period after graduation is finished.



Work through the following scenario to test your understanding:

You're planning a trip overseas. Answer the following questions based on your situation:

Q1: Do you have an EAD card in hand?

1. Yes
2. No

Q2: Have you past the OPT start date?

1. Yes
2. No

^ Only available if Q1 is "Yes"



Q3: Are you currently employed in or volunteer for an OPT eligible position?

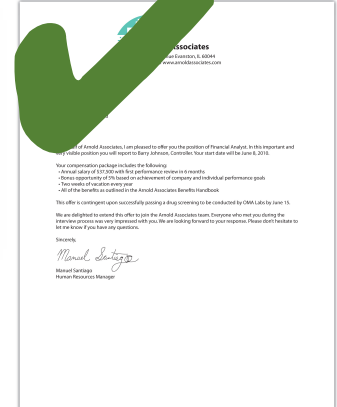
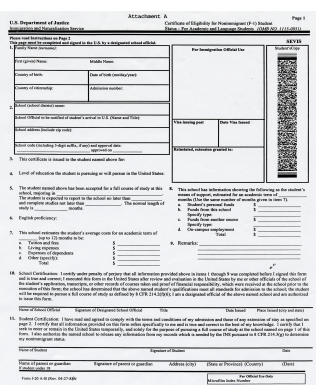
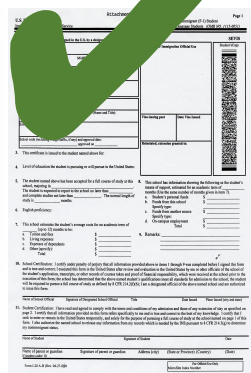
1. Yes
2. No

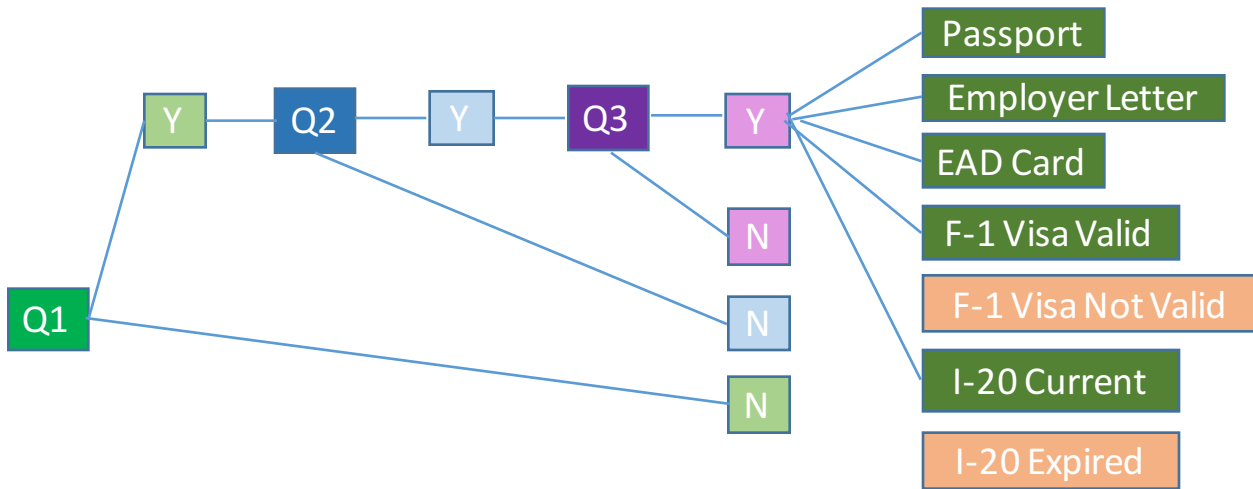
This screen will be shown simultaneously with the previous screen

^ Only available if Q1 & Q2 is "Yes"

Q4: Select the documents you're taking with you before you leave:

^ Available whether Q1, Q1+Q2, or Q1,Q2,+Q3 is selected, EAD card is not available if Q1 is "no"





If "Y" was selected throughout the tree AND the green items in the list, student sees scene 1

Any other scenario, student sees scene 2

**Scene 1**

Image of Immigration officer (normal face), he/she says "Everything looks in order, welcome to the USA"

**Scene 2**

Image of Immigration officer (questioning face), he/she says "We're going to have to look into this" – list issues that caused this (based on the choices made before)



- Cap-gap is the period between 60 days after OPT end date and H-1B Start date, October 1
  - Only eligible for cap-gap if H-1B application was filed before F-1 status end date
- OPT end date can be extended if H-1B is timely filed (on April 1<sup>st</sup>) and your H-1B is either approved or selected for consideration
- OPT work authorization can be extended to September 30