OPTIONAL PRACTICAL TRAINING

Wheaton College
Center for Global Education
Desnee Stevens, Associate Director of International Student Services
What is OPT and what are the types of OPT?

Optional practical training (OPT) is defined in the regulations as "temporary employment for practical training directly related to the student's major area of study." 8 CFR 214.2(f)(10)(ii)

- **Pre-completion OPT** - For students who wish to work prior to graduation or completion of coursework but do not want or are not eligible for CPT (maximum of 20 hours per week when school is in session).
- **Post-completion OPT** - For students who wish to work after graduation or completion of coursework (minimum 20 hours a week; most common OPT).
- **STEM Extension OPT** – Only for STEM majors that wish to add an additional 24 months.
Understanding the OPT application window

You have a five-month (150-day) window in which you may apply for OPT, based on your graduation date or Program End Date (up to 90 days before this date and up to 60 days after).
Requesting an OPT Start Date

• You must request an OPT start date that is within your 60-day grace period. All OPT must be completed within 14 months of the Program End Date. Therefore, waiting until late in your grace period to apply may result in an OPT authorization period that is less than 12 full months.

• Once an OPT application is mailed to USCIS, it is not possible to change the requested start date. If a student who graduates in May asks for a start date of July 1 and later receives a job offer for June 15, they still cannot begin working until July 1, and only if they are in physical possession of the EAD card.
Example:

- Your I-20 end date is 05/16/2020. Your 60-day grace period begins 05/17/2020 and ends 07/15/2020. You must choose a day within these dates to be authorized to start OPT. It does not mean you will actually start working. This will depend on if you have a job, or not.

- If you choose 06/11/2020 as your start date, your end date will be 06/10/2021.

- Your grace period is whatever you have leftover. In this example, the person started working 22 days into their grace period, so they have 38 days once OPT ends to leave the country or transfer to another school to start a new program.
Understanding OPT processing Times

• On average it takes 60 - 90 days to be approved for OPT and receive your EAD card. If you have a job offer letter, we can include a copy with your OPT application. There have been instances when it took longer than 90 days and in very rare occasions, it has taken less than 45 days. The average processing time was 70-75 days. Spring 2019 saw a significant delay in processing time so it is important that applications are submitted early.

• If you receive a job offer letter and it is beyond the normal 90 day processing time, an international advisor may be able to send it to the USCIS Service Center along with a request to expedite.

• This is the only possible way to request an expedited processing. There is no guaranteed way to expedite an OPT application or make it go faster. There is also no guarantee that USCIS will expedite the request.
Frequently Asked Questions

Q: Do I need a job or a job offer to apply for OPT?

A: No. You are able to apply for OPT without having any job offer. You are given time to look for a job while on OPT, because you are allowed 90 days of unemployment during the 1-year OPT authorization period. A job offer is good because you know exactly when you will begin. There is no doubt how much grace period you will have left over.
Frequently Asked Questions

Q: Can I work without my EAD card?

A: No. You must physically have your EAD card in your hand in order to report to work. You are allowed to interview, accept a position and complete any paperwork before you have an EAD card, but you may not actually report to work until you have the EAD card. Nor are you permitted to work from home.
Frequently Asked Questions

Q: Am I allowed to be unemployed while on OPT?

A: You are allowed 90 days of unemployment during your OPT authorization period (between the dates listed on your EAD card). If you exceed 90 days of unemployment, your OPT authorization ends.

You can break up the 90 days of unemployment. They are aggregate days.

You must report employment within those 90 days or your OPT authorization will be terminated.
Q: Can I travel with pending or approved OPT?

A: Yes, but it is not recommended. When your OPT application is PENDING (meaning we have mailed your application but have not received an approval notice or an EAD card), you may travel outside the United States and you may return before the program end date on your I-20. However, after the end date has passed, if you travel there is no guarantee that a Port of Entry officer will allow you to re-enter.

If your OPT is APPROVED, you must present the EAD card and a job offer letter at the U.S. port of entry. If you do not have these documents, there is a greater risk you will be denied re-entry.
Frequently Asked Questions

Q: What if I leave the country when my OPT application is pending, and it is approved when I am outside of the United States?

A: Since you need to physically show your EAD card and a job offer letter at the U.S. port of entry, and since the EAD card will be mailed to the U.S. address listed on Form I-765, we do not recommend traveling internationally while an OPT application is pending. However, if you receive the card and offer while outside of the U.S., we recommend having the items sent to you wherever you are outside of the U.S.
Q: Can I work anywhere I want on OPT?

A: Yes and no. Any employment, internship or other practical training experience you accept while on OPT must be directly related to your major field of study. For example, a computer science major must work, volunteer, or intern in a position directly related to computer science. A computer science major cannot go work at Best Buy selling computers.

Employment is everywhere but looking for a job is like having a job. It takes time.
Frequently Asked Questions

Q: What if my grace period ends and my application is still pending?

A: A student with a pending OPT application is in valid F-1 status (meaning you are allowed to remain in the United States), even after the end of the grace period.
Q: I just got a job or an internship. How do I tell Wheaton?

A: The Center for Global Education website has a forms library under International Student Services section. You will find the OPT Employment Authorization Form there. Please fill it out and send it back as soon as you have secured employment. All employment is considered valid for OPT, whether you volunteer with your professor at Wheaton or are working for a company. You must report it.
How do I apply for OPT?

1. Gather all of the required documents for the OPT application.
2. Scan all documents to Desnee Stevens at stevens_desnee@wheatoncollege.edu. For the check and photos, take a copy of these documents and send the copy.
3. Scanned documents will be reviewed and if everything is in order, you will make an appointment to bring in all originals and get the new OPT requested I-20. Bring all copies to your appointment. Do not expect that you will be able to make copies there.
4. At the appointment, you will be given instructions on how to mail your documents.
Documents for OPT

1. A typed Form I-765 found on [www.uscis.gov](http://www.uscis.gov) under Forms.
2. Certification for Post-Completion Practical Training Form
3. A copy of your passport biographical page
4. A copy of your most recent U.S. visa
5. A printout of your Form I-94 found at [www.cbp.gov/I94](http://www.cbp.gov/I94)
6. An original check or money order, made out to "U.S. Department of Homeland Security" for $410.00 or Form G-1450 Authorization for Credit Card Transactions
7. Two recent, **cut**, 2" x 2" passport-style photos. Write your I-94 number and last name in PENCIL on the back. Do not use pen.
8. Completed G-1145 found on [www.uscis.gov](http://www.uscis.gov) under Forms (optional)
Considerations…

• Have you updated your I-20 to your current major or double major?
• Is your current passport valid six months into the future?
• Are you planning to travel after the program end date outside of the U.S.?
• Are you planning to go to graduate school after you complete OPT?
Sample I-765
# Application For Employment Authorization

## 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)
   - Huseiko

1. b. Given Name (First Name)
   - David

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
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 123 Dane St □
5.d. City or Town Morton □
5.e. State □ IL □ ZIP Code 02766 □
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.c. City or Town □
7.d. State □ IL □ ZIP Code □

Other Information
8. Alien Registration Number (A-Number) (if any) □
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 3. 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 □
16.b. Given Name □
Mother’s Name
Provide your mother’s birth name. □
17.a. Family Name □
17.b. Given 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 □

Your U.S. Mailing Address
5.a. In Care Of (Name if any) □
5.b. Street Number and Name 123 Dane St □
5.d. City or Town Morton □
5.e. State □ IL □ ZIP Code 02766 □
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.c. City or Town □
7.d. State □ IL □ ZIP Code □

Other Information
8. Alien Registration Number (A-Number) (if any) □
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.

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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
Zurich

19.b. State/Province of Birth

19.c. Country of Birth
Switzerland

20. Date of Birth (mm/dd/yyyy) 01/02/1998

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any) ▶ 12345678901

21.b. Passport Number of Your Most Recently Issued Passport
0987654321

21.e. Travel Document Number (if any)

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

21.f. Expiration Date for Passport or Travel Document (mm/dd/yyyy) 05/15/2025

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy) 08/31/2018

23. Place of Your Last Arrival Into the United States
Boston

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)
F-1

26. Student and Exchange Visitor Information System (SEVIS) Number (if any) ▶ N-0192837465

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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)(7)(ii)).

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 Items Numbers 28.a - 28.e.

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.
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
   1234567890

4. Applicant's Mobile Telephone Number (If any)
   0987654322

5. Applicant's Email Address (If any)
   lastname_firstname@wheatoncollege.edu

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 (fingerprint, 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
   [Signature]

7.b. Date of Signature (mm/dd/yyyy)
   12/10/2018

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

Interpreter's Mailing Address
3.a. Street Number and Name
3.e. City or Town
3.d. State ☐ 3.e. ZIP Code
3.f. Province
3.g. Postal Code
3.h. Country

Interpreter's Contact Information
4. Interpreter's Daytime Telephone Number
5. Interpreter's Mobile Telephone Number (if any)
6. Interpreter's Email Address (if any)

Interpreter's Certification
I certify, under penalty of perjury, that:
I am fluent in English and [language], which is the same language specified in Part 3, Item Number 1.b., and I have read to this applicant in the identified language every question and instruction on this application and his or her answer to every question. The applicant informed me that he or she understands every instruction, question, and answer on the application, including the Applicant's Declaration and Certification, and has verified the accuracy of every answer.

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

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
3.e. City or Town
3.d. State ☐ 3.e. ZIP Code
3.f. Province
3.g. Postal Code
3.h. Country

Preparer's Contact Information
4. Preparer's Daytime Telephone Number
5. Preparer's Mobile Telephone Number (if any)
6. Preparer's Email Address (if any)
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 need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

Preparer's Certification

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the Applicant's Declaration and Certification, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

Preparer's Signature

8.a. Preparer's Signature

8.b. Date of Signature (mm/dd/yyyy)
What happens after I file my application?

- Within 15-25 business days, a receipt should be mailed to the address listed on the I-765. You can use the receipt number to track your application status on the USCIS website.

- Providing there are no delays, within 60-90 days an acknowledgement letter will arrive to the address listed on the I-765 that you are approved.

- Shortly after, the Employment Authorization Document (EAD) will arrive to the address listed on the I-765.
Communicating with Global Education while on OPT

- If you become employed, change employers, or become unemployed, you must notify Global Ed.

- If you move to a different city or change your local address, you must update your information with Global Ed.

- If you need to travel, you will still need a travel signature. You will need to bring or mail your I-20 to Global Ed and we will mail it back.
Life after OPT: What do I do next?

1. Apply for graduate school during OPT and request a transfer of your SEVIS record to the new school after OPT ends.

2. Leave the United States.

3. Apply for a change of status to another non-immigrant visa category (for example, H-1B).

4. Apply for STEM extension OPT
   – Contact Global Ed for this process at least five months before your OPT ends.
Questions?
1. What is your plan for graduate school?

2. Can you turn that 16 month program into a 2 year program to save money, if you need to find ways to save or make extra money?

3. What types of institutions have you considered for graduate school?
   
   Public or Private: Which has more money to give? Which is less expensive?
   
   Niche programs (law and business) are very competitive; so funding is competitive.

4. Can you get your employer to pay for graduate school?
Graduate School continued…

- **Assistantships**: Funding that allows you to go to school and requires you to work for the school. Assistantships can be part-time or full-time, which determine the amount of tuition waiver, stipend and insurance percentage that you could receive.
  
  - **Graduate Assistantship** – a general assistantship where a student can be employed in their academic department or anywhere else on campus; e.g. Biology Dept. or Athletics.
  
  - **Research Assistantship** – a student will do research with a specific professor(s) in a particular field of study. These are normally found in the STEM majors.
  
  - **Teaching Assistantship** – a student will help a professor teach a class, hold office hours, tutor, grade papers, etc. This is best for students that want to pursue teaching and plan to continue onto the PhD.

- **Scholarships** (your home government, the college or university, private organizations(IIE))
  
  - Most scholarships are merit based and depend on your GPA, GMAT/GRE scores and in some cases, work experience. Even if you get a scholarship, remember that you have to show what a full year would cost to get the new I-20 from the new school once the record is transferred.
H-1B and Sponsorship

• The H-1B visa is a work visa and must be initiated by the employer.

• H-1B filing costs between $3500 - $7120 as of 2/5/19.

• There are two types of H-1Bs: Non-Academic and Academic
  – Non-Academic have an application submission of April 1st every year and participate in a lottery system. Each year there are between 80,000 and 85,000 open spots and the submissions fill up within 5-7 days. The application can be approved but the person cannot begin working until October 1st unless they have some other permission to work (OPT, STEM OPT or CAP-GAP)
  – Academic application can be any time of the year and can be processed and adjudicated in as short as two months. This is most academic institutions or academic affiliated institutions, some non-profits. These are the jobs that usually pay for graduate school.
How do you know who is sponsoring and how do you get sponsored?

• Search on websites that post companies that specifically sponsor for H-1B.
• Some websites are very clear about sponsoring or NOT sponsoring international students.
• If the application is unclear when you go to apply, just apply and let them tell you that you are ineligible.
• You only have a year on OPT, so first impressions count. If you are not working at an academic institution, you have until April 1st of 2021 to convince your employer to sponsor you. You will need to determine if you have a chance at sponsorship. At some point if it is not clear, you will need to speak with your supervisor. The relationship you have with your employer is key!
THANK YOU!