Optional Practical Training (OPT) TUTORIAL

International Student Office

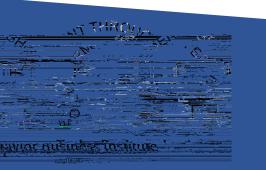
29 E Madison St,

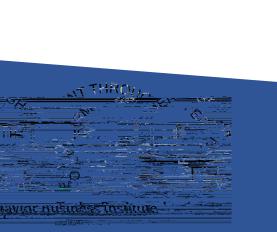
Lower Level,

Chicago, IL 60602

(312)658-5114

http://www.tbiil.edu/opt





What is OPT?

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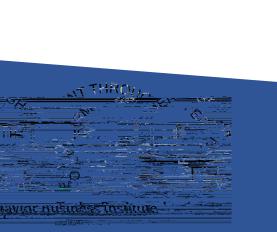
Optional Practical Training is an F-1 student employment benefit

field of study.

Students must be in full-time F-1 status for at least one academic year.*

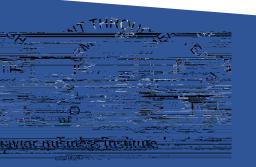
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* Some students who chr Dchn-USt 1143cvisa ns: F -



Are you eligible for OPT? CPT Usage

- If you have used 1 year or more of full-time Curricular Practical Training (CPT), during your current degree level, then you do not qualify for OPT.
- Part-time CPT does not count towards OPT disqualification.
- Note that heavy CPT usage either part-time or full-time can cause your OPT application to be subject to additional scrutiny. Be prepared to provide evidence of all prior CPT I-20s, as well as the academic work related to your CPT.

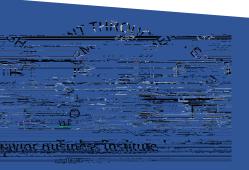




Application Process Overview

1. Request an OPT I-20

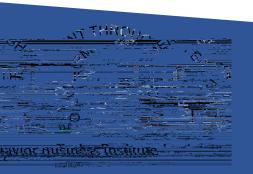
The I-20 will be ready for pickup 3 business days after submitting the OPT request form and Post-





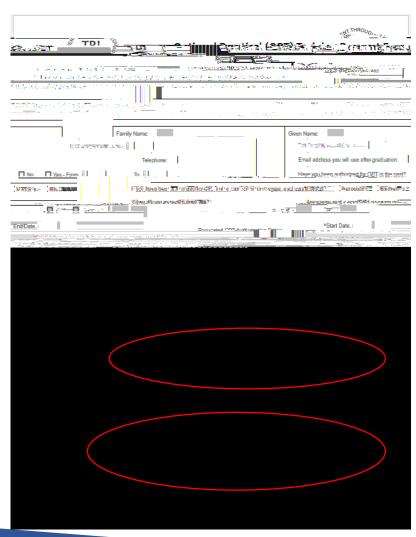
Choose your OPT start & end date

- Your OPT start date is the date that your 12 months of work authorization begins.
- Your OPT start date must be within the 60-day grace period after the program completion date.
- The end date will usually be 1 year from your start date
- until you get a job offer to apply for OPT or select your dates.
 Estimate when you would like to be available to work, and choose that start date.
 If you wait for an offer, you may not be able to apply for OPT in time.
- On Campus Employment- All current on-campus employment MUST END on or before your Program Completion Date. You can only begin work again, directly related to your field of study, your OPT EAD approved start date.
- The requested start & end dates will be noted on page 2 of the new OPT I-20



Obtain Academic Recommendation and signature

- Obtain the signature from the Academic Dean.
- Expected completion/graduation = The last day of the quarter in which program requirements are completed.

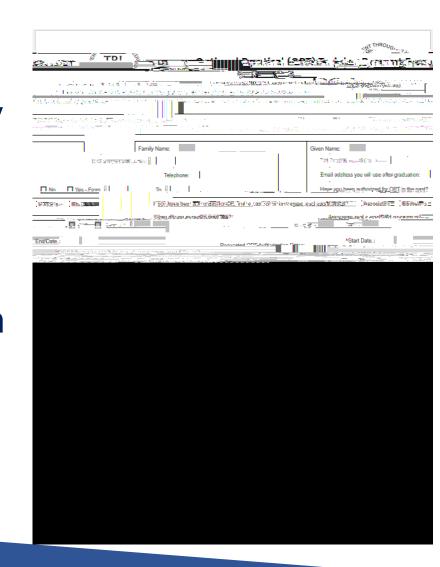


Program completion

To qualify for a OPT, students must:

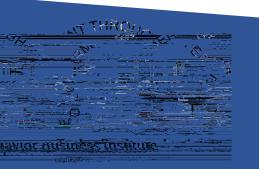
- Have a final course requirement to be completed by the program completion date.
- Be enrolled full time during or receive Reduced Course Load approval from the International Student Office for final term.
- Use the end date of your final term as your program completion date.

Note: If enrolled in your final semester, any on-campus employment or Curricular Practical Training is limited to 20 hours per week.

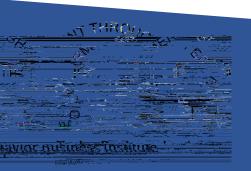


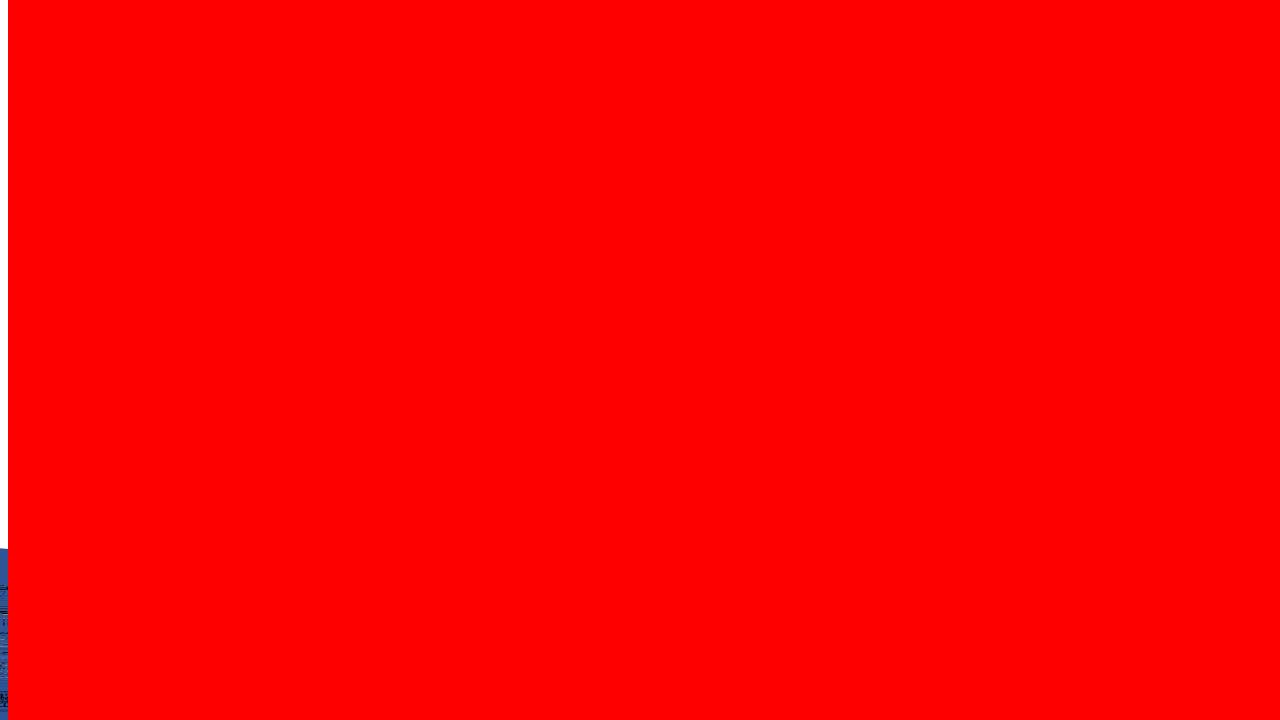
Program Completion & Employment

- Your I-20 will be shortened to reflect your Program Completion date.
- ALL CURRENT EMPLOYMENT must STOP on or before your Program Completion date- this includes on or off-campus employment.
- After your program Completion Date, you may only work during the dates listed on your approved OPT EAD card. Working before or after the EAD card dates is a serious violation of F-1 status.
- Think carefully about your employment needs when choosing your OPT start date.

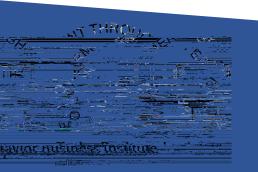


Check your OPT I-20 for accuracy





Step 2: Prepare & Mail Your

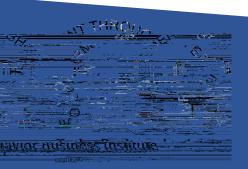


Required Documents for OPT Application

All documents should be printed or copied single-sided

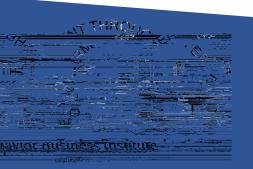
2 U.S. Passport Photos (with name and I-94 number written lightly in pencil on back of each), taken within the past 30 days. USCISFee of

Form G-1145 to confirm receipt and obtain case number in advance of paper notification: http://www.uscis.gov/files/form/g-1145.pdf



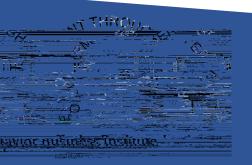
Gather the Required Documentation

- Check/ Money Order or Credit Card Payment for \$410.
- should be made payable to "U.S. Department of Homeland Security" with SEVIS number in the memo line. Money orders can be purchased at banks, post office, and some local grocery stores. Make sure a name and address are printed on the check. If the address has changed, that is fine.
- account. These checks have no name or address in the upper left hand corner.
- payment, submit form <u>G-1450</u>, authorized payment amount \$410. You may only use a credit card account with a U.S. billing address no foreign billing address is allowed. You can use cards with Visa, MasterCard, American Express, and Discover.
- MOST OPT DENIALS ARE DUE TO BAD PAYMENTS! IF YOU USE A CHECK OR
 CREDIT CARD MAKE SURE YOU MAINTAIN SUFFICIENT FUNDS IN THE ACCOUNT.



Gather the Required Documentation

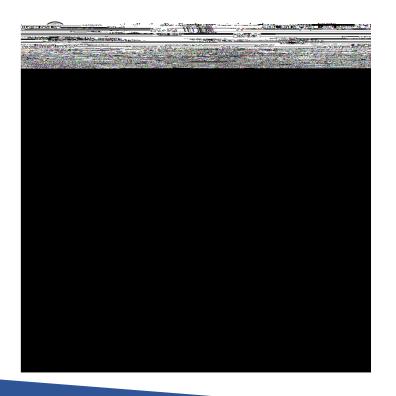
- Attach to the top of the OPT Application Packet
- Use this form to request text and email notification(s) regarding your apn83‡

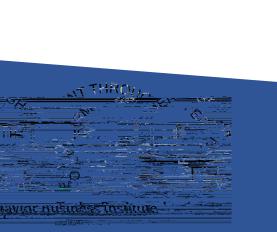


Gather the Required Documentation

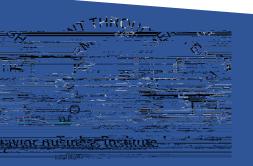
Download the I-765 form from the USOIS web site and review the I-765 instructions found there. the most current version. It is best to download it just before mailing the application since USOIS updates it

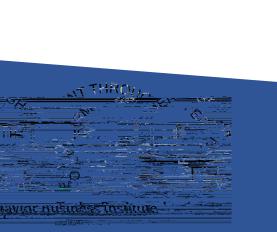
Use





Your entire family name should be in CAPITAL letters. Use upper and lower case for the first name. Please write your name exactly as it appears in the Surname/Family Name and

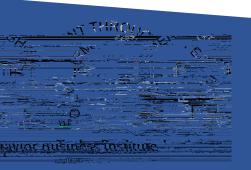




F-1 students do not have an A-Number, leave this blank.

F-1 students do not have a USOSOnline Account Number, leave this blank.

The r(858pF4 18 Tf1 0 0 1 70.152 304.97 Tm0.125 0.22 0.392 rgU)0.125 0.22 0.392 rgUleave this blank.

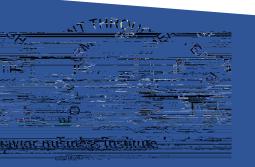


Yes with one letter in each box.

Yes

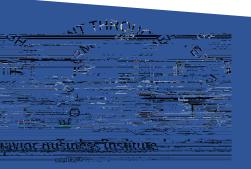
complete.

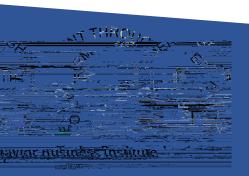
No



Your most recent entry date can be found on your passport admission stamp, electronic I-94 record, or paper I-94 card.

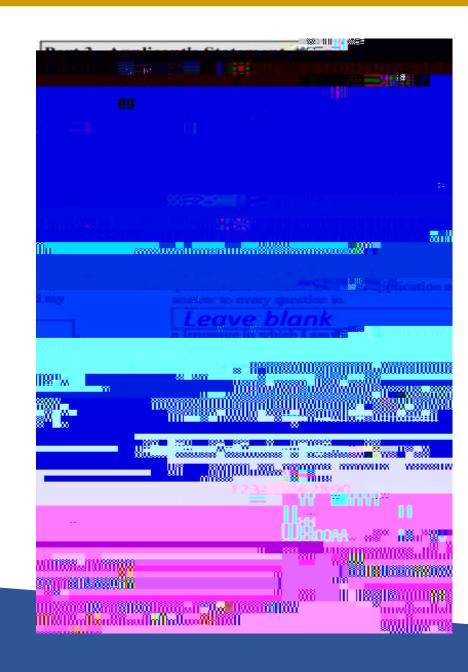
Name of the Port of Entry city from your most recent entry. This information can be found on your passport admission stamp, travel history section of your electronic I-94 record, or paper I-





#1.a. Select 1.a. to indicate that you have read and understood the questions.

#3-6 Provide your information as requested

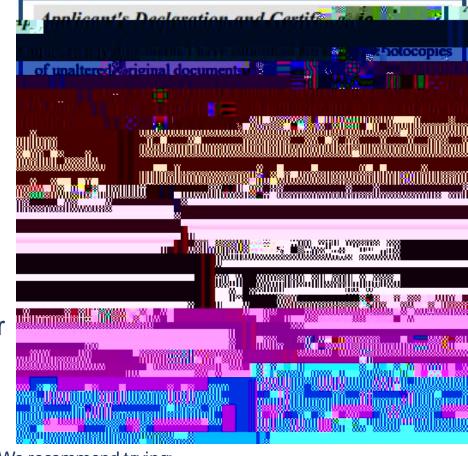


Read the entire declaration carefully.

Hand sign your name and provide the date of the signature.

Your signature will be scanned and must fit within the box. It must NOT touch the box outline. If the signature is too big and crosses a line, your application could be delayed. Be conservative and use a signature smaller than normal. Please see the example.

disappear when you print the form.



We recommend trying:

- To open the form in the most recent version of Adobe Reader.
- your web browser.

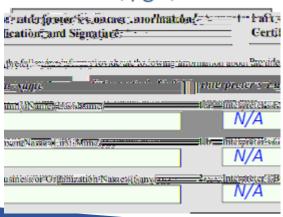
These sections are not applicable to

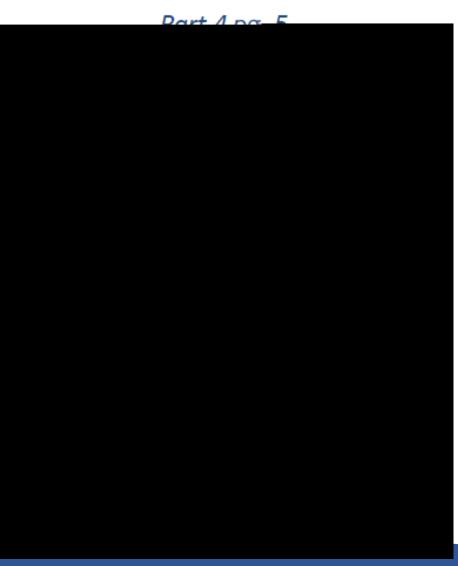
N/A

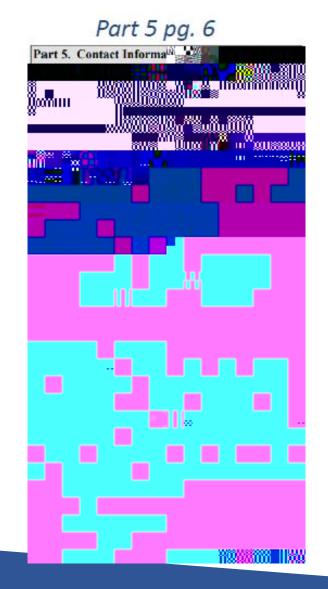
is for those who use an interpreter or other paid preparer to complete the form.

Laviar musicless Institute

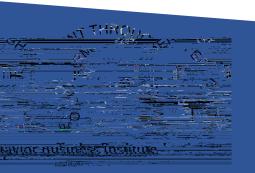
Part 4 pg. 4







- most recently entered the USon a passport that is no longer valid and you now have a renewed passport
- have previously had other SEVISIDs
- have ever been authorized for CPT or OPT, or STEM OPT Extension
- If none of these apply to you, leave Page 7, Part 6 blank, but you must include it in your application. You are done with the I-765.



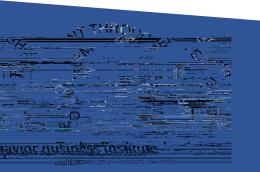
have ever been authorized for OPT, OPT, or STEM OPT

Provide your name again as listed in Part 2, 1.a-1.c.

Leave blank

Reference Pg. 2, Part 2, Item 12 (If you already used sections 3.a.-3.d.use the next available section, 4a-d, etc.)

I-20s and EAD cards with your application.



Complete the Form I-765

 most recently entered the USon a passport that is no longer valid and you now have a renewed passport

Provide your name again as listed in Part 2, 1.a-1.c.

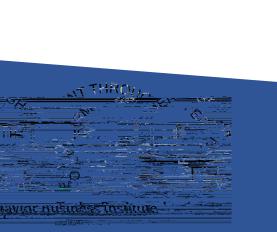
Leave blank

Reference Pg. 3, Part 2, Item 21.b.

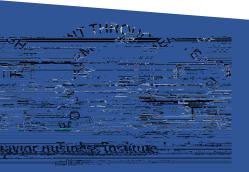
Write an explanation that darifies that you have two passports: one that you used for entry but is no longer valid, and one that is currently valid.

Include copies of both passports and your I-94 with your application.



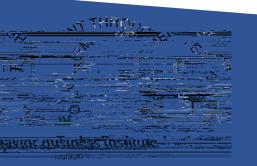


Complete the Form I-765

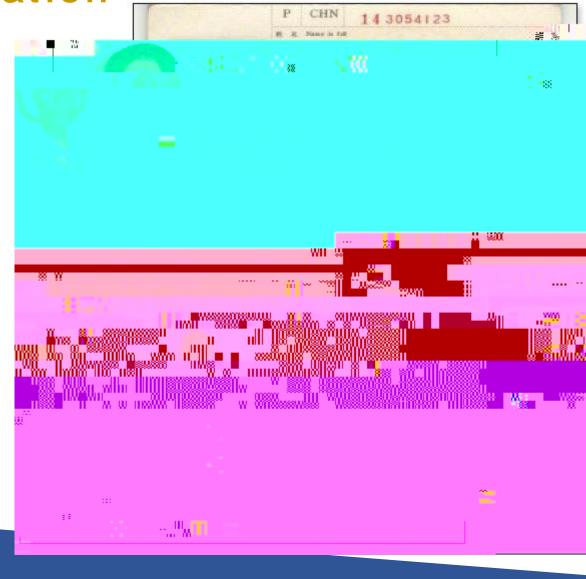


Gather the Required Documentation

- Must be received by USOS within 30 days of DATE ISSUED on page 1.
- Original must be signed by the DSO



Gather the Required Documentation



Gather the Required Documentation

The I-94 can be either:

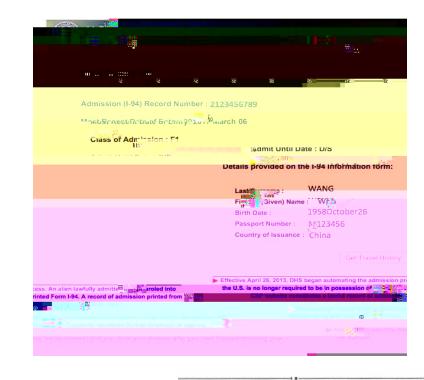
An electronic I-94 record. Visit: www.cbp.gov/i94 to access and print your record.

OR

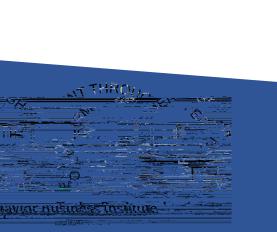
A paper I-94 card stapled into your passport.
 Include a copy of both sides, even though the back side may be blank.

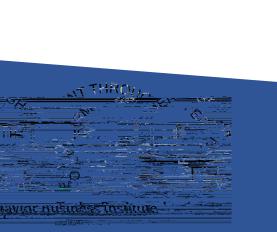
OR

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









The Application Deadline

• USOIS must your complete OPT application no later than 30 days after the OPT I-20 Issue Date on page 1.

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Mailing the OPT Application from Illinois

Based on your eligibility category and where you live. For a lis-8(00)3() ae



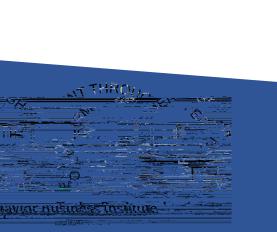
LAVIOR KUSIKESS IDSHTUTE

If using USPS, choose Express or Priority Mail option and use the above address. Be sure your mailing option includes tracking and guaranteed delivery.



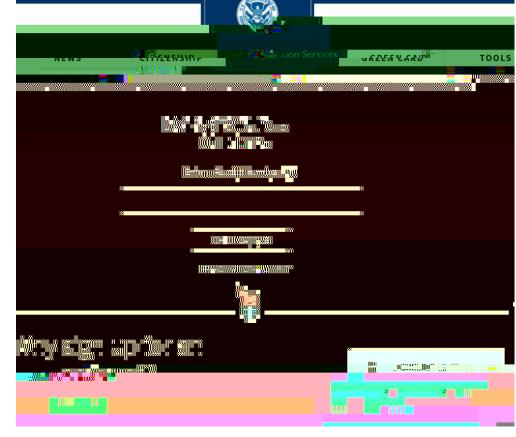
TBI recommends FedEx as a reliable option. If using FedEx, DHL or UPS, use the above address. Be sure your mailing option includes tracking and guaranteed delivery

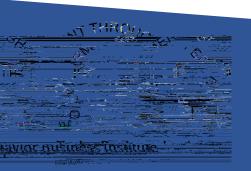
Step 3: Receive the Employment Authorization Document (EAD)



USCIS Issues & Tracking Your Case

at https://www.uscis.gov. This will





USCIS Issues: Case Inquiries & Expedites

You can submit inquiries and requests about your case using the Case Inquiry tool for these issues:

- •

https://egov.uscis.gov/processing-time/

If there is an error on your receipt notice or EAD card

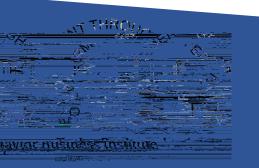
USCISalmost always denies F-1 student expedite requests for OPT. You can find expedite criteria here: https://www.uscis.gov/forms/how-make-expedite-request. USCIS may consider expediting if the request meets one or more of the following criteria:

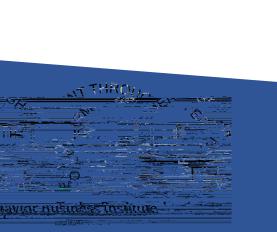
- reasonable time frame; or (2) to respond to any RFE in a timely manner;
- Urgent humanitarian reasons;
- Compelling U.S. Government interests (such as urgent cases for the Department of Defense or DHS, or other public safety or national security interests); or
- Gear USGSerror.

NOTE: 1) Severe financial loss to a company means the authorization, standing alone,

. 2) The need to obtain employment , does not warrant expedited treatment

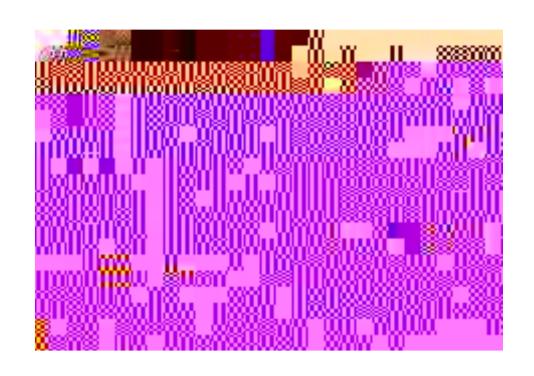
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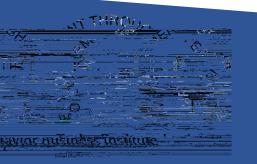




The Employment Authorization Document (EAD)

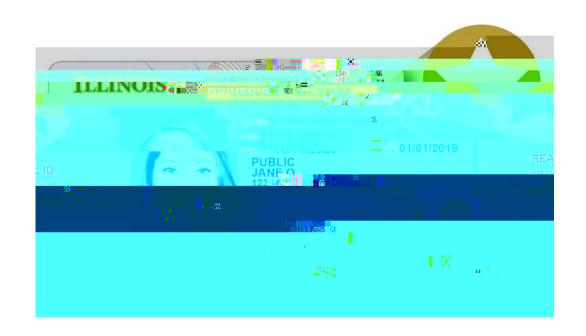
- Review your EAD card to make sure the information is accurate. If it is not, contact the DSO at TBI immediately!
- Present your EAD to employers as proof of your legal work authorization in the US
- The EAD is a required document for entry to the U.S during OPT.
- You can ONLY work during the dates listed on the approved EAD card-not before and not after!
- Submit a copy of your EAD card to the DSO at Taylor Business Institute.

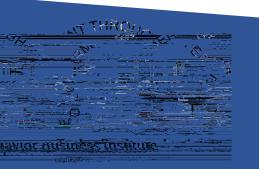




Driver License Applications & Renewal

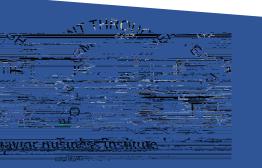
- If your Illinois Driver License has expired, you can only renew the license after your OPT EAD has been approved.
- This is because your I-20 has expired, and without proof of the OPT approval (and continuing Frenew the license.
- If you live in a state other than Illinois, check with the local DMV regarding requirements for renewal





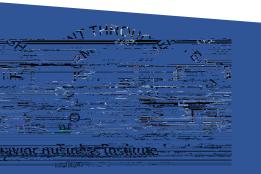
Avoiding Immigration Scams

- It is very rare for USOS or SEVP to contact you via phone regarding your application or your SEVIS record. Most notices from SEVP Portal are sent by email, and most notices from USOS are sent via mail. They will generally never ask you for money.
 - <u>immigration scams</u>, report fraud, and find <u>authorized legal services</u>.
- You can report immigration scams by contacting the FTC. Please visit the USOS
 <u>Avoid Scams Initiative</u> website to learn more about avoiding immigration
 scams and reporting fraud.

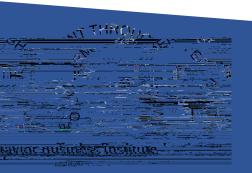


Your Responsibilities during OPT

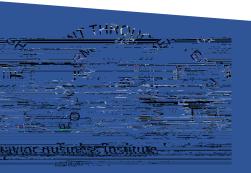
- 1. Reporting Requirements
- 2. Employment Requirements
- 3. Travel Documents for Re-entry
- 4. Applying for an F-1 Visa on OPT



1. Reporting Requirements:

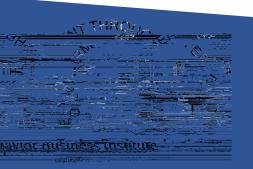


Reporting Requirements: TBI DSO



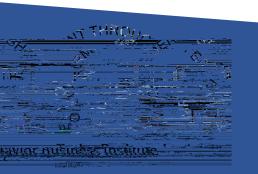
2. Employment Requirements

- You can only work during the dates listed on your approved OPT card.
- You must work a minimum of 20 hours per week in a position related to your field of Qualifying OPT Employment
- You cannot exceed more than 90 days of unemployment while on OPT. Days of unemployment prior to your EAD start date do not count towards the 90 days. It is your responsibility to keep records of your employment and any periods of unemployment.
- For more information see: OPT Unemployment Allowances
- Cannabis Industry be aware that use and sale of cannabis is illegal at the federal level, although it may be legal in some U.S. states. To avoid possible deportation or inadmissibility form the U.S., students should avoid positions related to federally illegal substances.

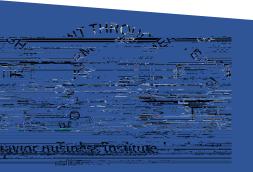


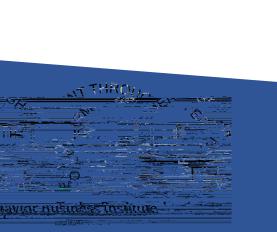
Direct Relation to Degree

- Federal regulations require that F-1 students on OPT provide a description of how their employment relates to their major area of study.
- There must be a logical connection between the duties involved in the OPT employment and the student's major area of study. In the written description, the regular duties should be explained and the connection between those duties and the degree should be described



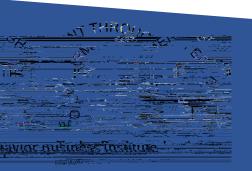
Examples: Direct relation to degree





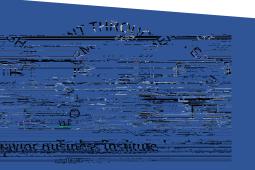
Important Information on Travel





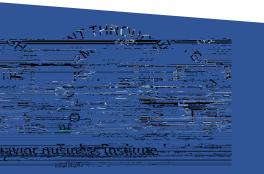
4. Applying for an F-1 Visa on OPT

If you are traveling abroad and your F-1 visa has expired, you must obtain a new F-1 visa



More Information

Frequently Asked Questions (FAQs)
Address and Employer Reporting System
Types of Qualifying Employment
90-Day Unemployment Rule
Beginning a New Program of Study
Taking Classes While on OPT
Traveling Outside the U.S.
Early Completion of OPT



Final check of your OPT application

