

# Post-Completion Optional Practical Training (OPT) Tutorial

# OPT Tutorial

Please note that this tutorial is for instructional purposes only.

An OPT application to USCIS is **your own personal application**. You alone are responsible for timely filing with full documentation, understanding F-1 rules regarding OPT , and properly maintaining F-1 status.

Please review the entire tutorial and contact your OISPS DSO if you have questions.

# OPT Tutorial Outline

- OPT Overview
- OPT Eligibility & Allowable Employment
- Application Process Overview
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# OPT Overview

- Post-Completion Optional Practical Training is a benefit for eligible F-1 students interested in engaging in employment directly related to their field of study after their degree completion in the U.S.
- F-1 students are eligible for an initial 12 months of OPT per higher degree level achieved.
- Applicants do not need an employment offer to apply for OPT.
- Employment **MUST** be related to student's field of major.

# OPT Eligibility

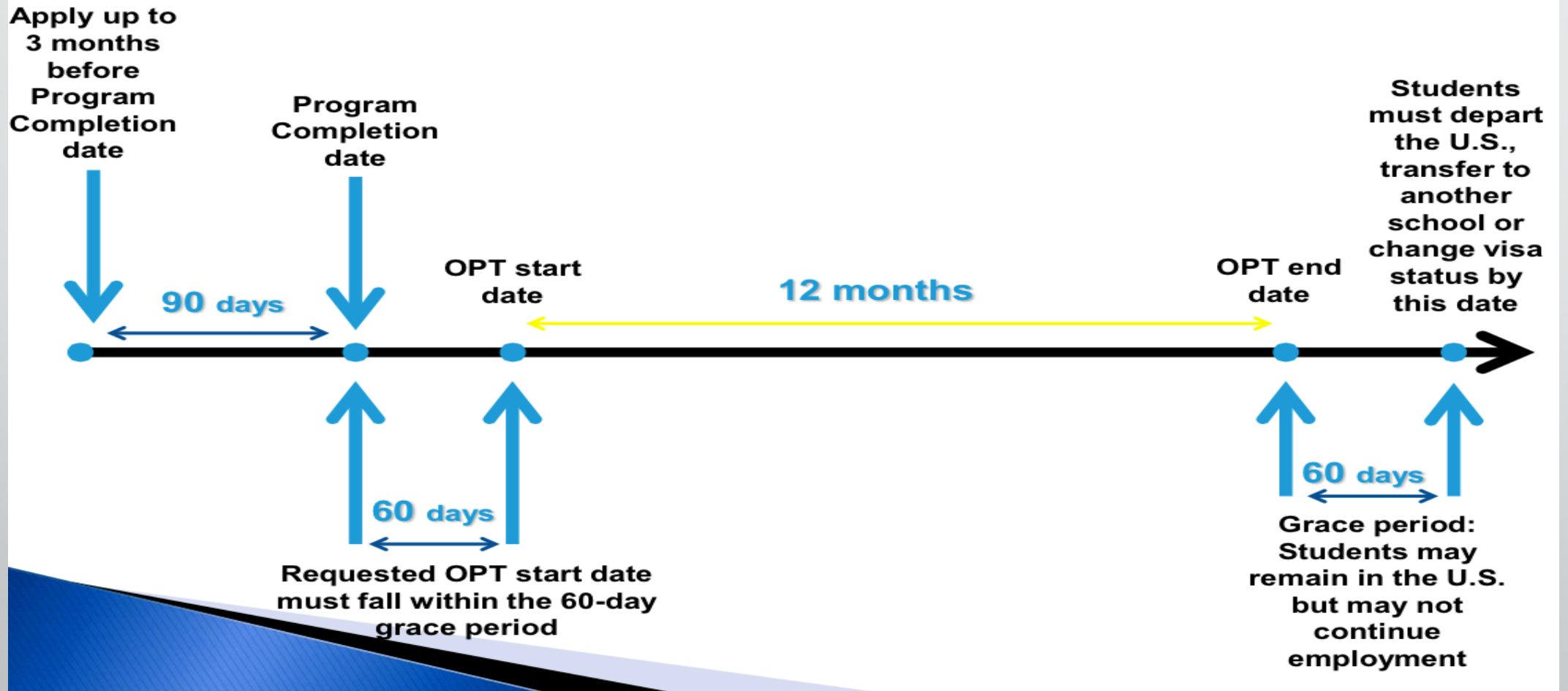
- Must have attended a SEVP certified institution on a full-time basis for at least one academic year
- Must not have had 12-months of OPT authorization for the same degree level
- Must not have accrued 12 months of full-time Curricular Practical Training (CPT) for the same degree level

**\*\*\* Part-time CPT authorizations do not affect OPT eligibility\*\*\***

# OPT Application Timeline

- OPT Applicants may apply for Post-Completion OPT up to 90 days before a student's program completion date (look at Lamar's academic calendar) and up to 60 days after the student's program completion date.
- The recommended deadline to submit an OPT application to OIES is at least 3 months before a student's requested OPT start date.
- Important Notes/Deadlines:
  - USCIS must receive your application within 30 days of the DSO's recommendation (date which I-20 is generated in SEVIS)
  - Students applying for OPT after their program completion date may not receive the full 12 months of OPT authorization.
- Please note that the processing times can vary so be aware when selecting your OPT start dates [Processing Times \(uscis.gov\)](https://uscis.gov)

# OPT Application Timeline (cont.)



# OPT Start and End Dates

- Applicants must choose their OPT start date.
- A requested OPT start date can be as early as 1 day after the program completion date and up to 60 days after the program completion date.
- Graduate students may set their program completion date based on scheduled thesis or dissertation defense dates.
- Students who complete their course requirements in any Part of Term (POT) must calculate their start based in the final class date of the POT.



# OPT Employment Requirements

- OPT employment must be directly related to the F-1 student's degree program.
- A student may work part-time (at least 20 hours per week) or full-time.
- Volunteer/Unpaid positions are allowed as long as they do not violate any labor laws.
- Employment through an agency or consulting firm: A student on post-completion OPT must be able to provide evidence showing he or she worked an average of at least 20 hours per week while employed by the agency.
- Self-employed business owner: A student on OPT may start a business and be self-employed. The student must be able to prove that he or she has the proper business licenses and is actively engaged in a business related to the student's degree program.
- Multiple employers: A student may work for more than one employer, but all employment must be related to the student's degree program.
- Short-term multiple employers (performing artists): A student, such as a musician or other type of performing artist, may work for multiple short-term employers (gigs). The student should maintain a list of all gigs, the dates and duration.
- Work for hire: This is commonly referred to as 1099 employment, where an individual performs a service based on a contractual relationship rather than employment relationship. If requested by DHS, the student must be prepared to provide evidence showing the duration of the contract period and the name and address of the contracting company.

# Unemployment During OPT

- Students on OPT have a total of 90 days (including weekends and holidays) of allowed unemployment during their 12-month OPT period that begins on the start date of their OPT (as indicated on their EAD card).
- If you exceed 90 days of unemployment during your original 12-month OPT you are not eligible to apply for the STEM OPT Extension.
  - If you exceed your unemployment days on OPT your SEVIS record will be terminated, and your F-1 status will be in an unlawful status

# OPT Application Process

- Items needed for DSO to recommend OPT and issue I-20:
  - OPT Application:  
<https://www.lamar.edu/forms/international/optional-practical-training-application.html>
  - I-765 form:  
<https://www.uscis.gov/sites/default/files/document/forms/i-765.pdf>
  - Academic Advisor Recommendation Form  
[https://www.lamar.edu/international-education/\\_files/documents/opt-application-academic-adviser-recommendation-form.pdf](https://www.lamar.edu/international-education/_files/documents/opt-application-academic-adviser-recommendation-form.pdf)

# Step 1: I-765

\*OIES strongly suggest that you type this form to avoid any misspelling of information. If you choose to handwrite, use **BLACK** ink only.

Initial for Post-Completion OPT

Name **MUST** match your passport! Please make sure you enter your "last" and "first" name accordingly.

Check edition date to ensure you have the most current form

| Application For Employment Authorization   |  | USCIS Form I-765   |  |
|--|--|--|--|
| Department of Homeland Security  |  | OMB No. 1615-0040  |  |
| U.S. Citizenship and Immigration Services  |  | Expires 07/31/2022   |  |
| For USCIS Use Only   | <input type="checkbox"/> Authorization/Extension Valid From    | Fee Stamp  | Action Block   |
|  | <input type="checkbox"/> Authorization/Extension Valid Through |  |  |
|  | Alien Registration Number                                      |  |  |
|  | Remarks  |  |  |
| To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).   |  | <input type="checkbox"/> Select this box if Form G-28 is attached.   | Attorney or Accredited Representative USCIS Online Account Number (if any) |
| <b>START HERE - Type or print in black ink.</b> Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed. |  |  |  |
| <b>Part 1. Reason for Applying</b>   |  | <b>Other Names Used</b>  |  |
| I am applying for (select only one box):   |  | 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. |  |
| 1.a. <input type="checkbox"/> Initial permission to accept employment.   |  | <b>Additional Information.</b>   |  |
| 1.b. <input type="checkbox"/> Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document <b>NOT DUE</b> to U.S. Citizenship and Immigration Services (USCIS) error.  |  | 2.a. Family Name (Last Name)   |  |
| <b>NOTE:</b> Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to <b>Replacement for Card Error</b> in the <b>What is the Filing Fee</b> section of the Form I-765 Instructions for further details.   |  | 2.b. Given Name (First Name)   |  |
| 1.c. <input type="checkbox"/> Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)   |  | 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   |  |
| <b>Part 2. Information About You</b>   |  |  |  |
| <b>Your Full Legal Name</b>  |  |  |  |
| 1.a. Family Name (Last Name)   |  |  |  |
| 1.b. Given Name (First Name)   |  |  |  |
| 1.c. Middle Name   |  |  |  |

Check to ensure you have the current I-765 form

Leave blank if you have no other names.

# I-765

OISPS  
P.O. Box 10263  
Beaumont  
TX 77710  
**\*you can use  
your current  
physical address  
if you choose**

Enter the U.S.  
address you are  
physically staying  
at.

**Part 2. Information About You (continued)**

**Your U.S. Mailing Address**

5.a. In Care Of Name (if any)

5.b. Street Number and Name

5.c.  Apt.  Ste.  Flr.

5.d. City or Town

5.e. State  5.f. ZIP Code  (USPS ZIP Code Lookup)

6. Is your current mailing address the same as your physical address?  Yes  No

**NOTE:** If you answered "No" to **Item Number 6.**, provide your physical address below.

**U.S. Physical Address**

7.a. Street Number and Name

7.b.  Apt.  Ste.  Flr.

7.c. City or Town

7.d. State  7.e. ZIP Code

**Other Information**

8. Alien Registration Number (A-Number) (if any)  A-

9. USCIS Online Account Number (if any)

10. Gender  Male  Female

11. Marital Status  Single  Married  Divorced  Widowed

12. Have you previously filed Form I-765?  Yes  No

13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?  Yes  No

**NOTE:** If you answered "No" to **Item Number 13.a.**, skip to **Item Number 14.** If you answered "Yes" to **Item Number 13.a.**, provide the information requested in **Item Number 13.b.**

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

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

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

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

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

**Father's Name**  
Provide your father's birth name.

16.a. Family Name (Last Name)

16.b. Given Name (First Name)

**Mother's Name**  
Provide your mother's birth name.

17.a. Family Name (Last Name)

17.b. Given Name (First Name)

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

18.a. Country

18.b. Country

Please make sure that you read #10 - #15 carefully and answer accordingly.

Please read and complete #16-#17 if applicable

Write down country of citizenship in 18a. Leave 18b blank unless you have dual citizenship

# I-765

Please read and complete all applicable information contained in Part 2 #19-#26.

## Part 2. Information About You (continued)

### Place of Birth

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

19.a. City/Town/Village of Birth

19.b. State/Province of Birth

19.c. Country of Birth

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

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

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

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

21.c. Travel Document Number (if any)

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

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

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

23. Place of Your Last Arrival Into the United States

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

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

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

▶ N-

## Information About Your Eligibility Category

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

(  ) (  ) (  )

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

28.a. Degree

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

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

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

▶

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

Yes  No

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

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

▶

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

Yes  No

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

Eligibility code:  
(c)(3)(B) for Post-Completion OPT

Please read page 4 and complete any information that is applicable.

## Part 2. Information About You (continued)

If you answered "Yes" to **Item Number 30.c.**, provide the following information:

30.d. Date you presented yourself to DHS

30.e. Location where you presented yourself to DHS

30.f. Country of claimed persecution

30.g. Provide an explanation for why you did not enter the United States lawfully through a U.S. port of entry. If you need extra space to complete this item, use the space provided in **Part 6. Additional Information.**

**NOTE:** Refer to the **Special Filing Instructions for Those With Pending Asylum Applications (c)(8)** section of the Form I-765 Instructions for more information.

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

### Applicant's Declaration and Certification

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

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



Please read page 5 and complete any information that is applicable.

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

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

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

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

#### Applicant's Signature

7.a. Applicant's Signature

➔

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

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

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

Provide the following information about the interpreter.

#### Interpreter's Full Name

1.a. Interpreter's Family Name (Last Name)

1.b. Interpreter's Given Name (First Name)

2. Interpreter's Business or Organization Name (if any)

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

#### Interpreter's Mailing Address

3.a. Street Number and Name

3.b.  Apt.  Ste.  Flr.

3.c. City or Town

3.d. State  3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

#### 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 ,

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)





# I-765

Part 5 is not applicable if you completed the form yourself. Part 6 is to add any “previous OPT/STEM OPT Authorizations” with start & end dates

### 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.b.  Apt.  Ste.  Flr.  
3.c. City or Town  
3.d. State  3.e. ZIP Code  
3.f. Province  
3.g. Postal Code  
3.h. Country

#### 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)

#### 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)

#### Part 6. Additional Information

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

- 1.a. Family Name (Last Name)  
1.b. Given Name (First Name)  
1.c. Middle Name  
2. A-Number (if any) ▶ A-

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

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

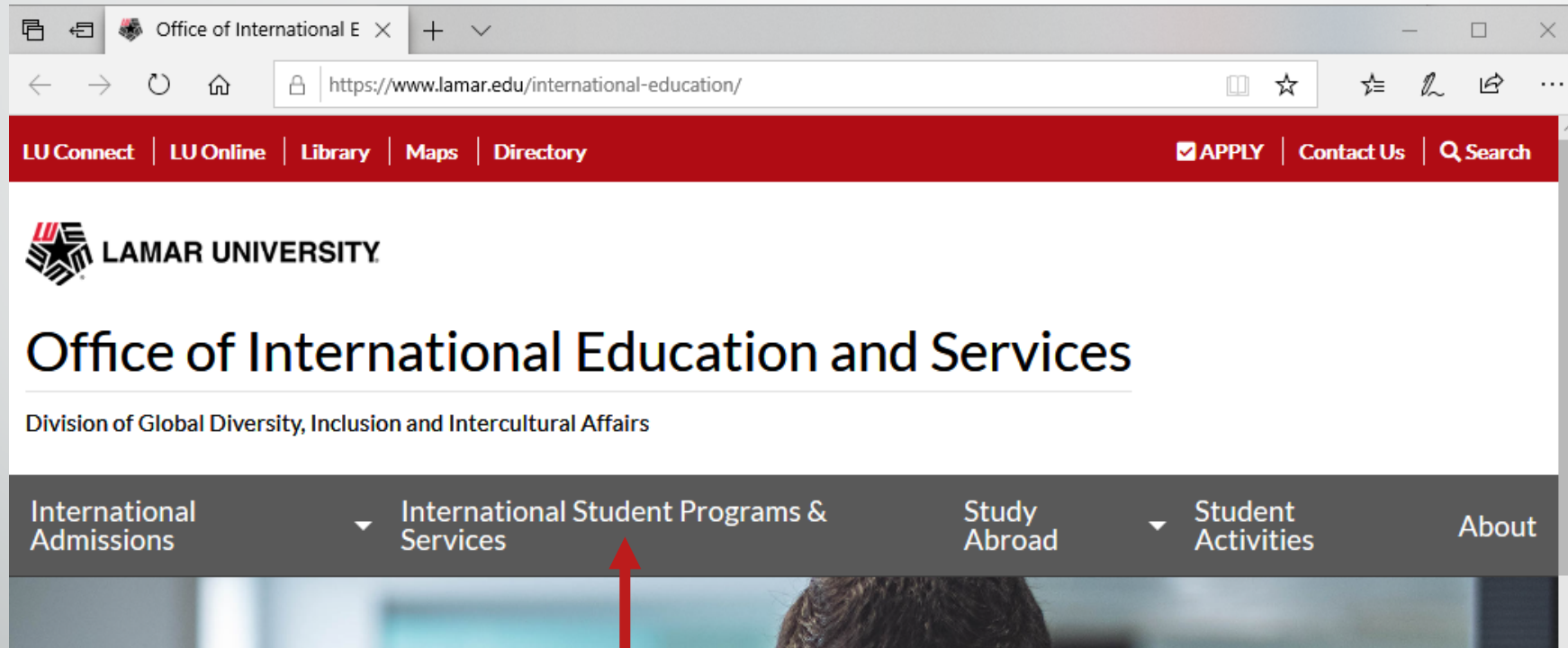
- 5.a. Page Number 5.b. Part Number 5.c. Item Number  
5.d.

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

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

# Step 2 – I-20 Request Process

- Log on to [lamar.edu/international](https://www.lamar.edu/international) website



- Click on International Student Programs & Services

# I-20 Request Process

Click on "Guide and Forms"



## International Students and Scholars

- On Campus Services
- Life At Lamar
- Maintaining Immigration Status
- International Student Employment
- Student Handbook and Other Resources
- Guides and Forms**
- Frequently Asked Questions

Guide and Forms - Lamar Univ

lamar.edu/international-education/international-students-and-scholars/guide-and-forms.html

- **Undergraduate (PDF)**  
Must be filled and completed by you and your academic departments before our review.
- **Concurrent Enrollment (PDF)**  
This form is for students currently attending Lamar University.
- **Leave of Absence or Withdrawal**
- **SEVIS Program Extension Request**
- **Reduced Course Load (RCL)**
  - **RCL Approval Form (PDF)**
  - This completed .PDF **must** be submitted with the RCL Application.
- **Special Request**
  - Change of Status
  - Estimate of Expense (Letter list estimated expenses at LU for one year)
  - SEVIS Form I-20
  - Reinstatement of F-1 status ([Learn more here](#))
  - Unlisted / Other requests
- **Transfer-In**
- **Transfer-Out (Initial)**
- **On-Campus Employment for International Students**
  - Search "Student Position" Openings
  - FORM - Social Security Employment Verification
- **CPT - Curricular Practical Training**
  - **Internship Approval Form ("Attachment II") for ...**
    - Graduate Level Students (.PDF)
    - Undergraduate Level Students (.PDF)
  - FORM - CPT Application
- **OPT - Optional Practical Training**
  - I-765, Application for Employment Authorization
  - Advisor's Recommendation Form (.PDF)
  - **FORM - OPT I-20 application**
- **STEM OPT Extension**
  - STEM OPT Tutorial (.PDF)
  - I-983 Overview
  - FORM - STEM OPT I-20 application
- **Frequently Asked Questions and Special Topics**
  - FORM - OPT / STEM OPT Employment Update
  - FORM - Economic Hardship Application
  - FORM - STEM OPT Validation Report

Then click on "OPT I-20 Application" under Employment forms to complete application.

# Step 3: Preparing your Post-Completion OPT Request to USCIS

# Post-Completion OPT Application Checklist

- Documents needed for application– See checklist below:
  - [I-765 - Forms Available to File Online | USCIS](#)
  - Copy of I20 with the OPT recommendation – signed by DSO and Student
  - Copies of all prior I-20s
  - \$410 (current as of 3/2021)
  - **2 Passport style photos** taken within 30 days of filling the Form I765.
  - Copies of any previous and current EAD cards
  - Copy of [I-94](#)
  - Copy of passport and visa

# Applying with USCIS for OPT

Online filing now available at <https://www.uscis.gov/i-765>

## Online Filing Benefits



Case status alerts and secure messages



See all case correspondence



Check your case status and update personal information



Upload evidence



# Step 4: Receiving your EAD & USCIS Documents

# I-797 Receipt Notice

- Applicants will typically receive a **I-797 Notice of Action** receipt from USCIS approximately 3-4 weeks from the date the OPT application was received by USCIS. The status of an OPT application can be viewed online with a **Receipt Number**: <https://egov.uscis.gov/casestatus/landing.do>
- Applicants will receive their Employment Authorization Document (EAD) card approximately 3 months from the date the OPT application was received by USCIS (**times may vary**)
- If you used OISPS mailing address - once OIES receives an approval notice to be followed by the EAD card, OIES will email you instructions on how to get your documents.

U.S. Department of Justice  
Immigration and Naturalization Service

Notice of Action

THE UNITED STATES OF AMERICA

Form I-797 (Rev. 08/07/05)

|  |  |
|--|--|
| Receipt Number<br><b>WAC07-116-52869</b>   | Case Type<br>I-765<br>APPLICATION FOR EMPLOYMENT AUTHORIZATION |
| Received Date<br><b>September 30, 2014</b> | Amount received: \$ 3600                                       |
| Notice Date<br><b>October 15, 2014</b>     | Class requested: C033  |

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

IMMIGRATION & NATURALIZATION SERVICE  
CALIFORNIA SERVICE CENTER  
P. O. BOX 32112  
LANCANA, MISSOURI, CA 92457-0111  
Customer Service Telephone: (949) 831 8427

**\*\*\*verify all biographical information is correct as soon as you receive your I-797 notice and notify USCIS if there is any incorrect information shown.**



# While OPT Application is Pending

- Student may NOT begin employment until they have received their Employment Authorization Document (EAD) card and the start date as indicated on the EAD card has been reached.
- Student may not continue working beyond the end date of the EAD card.
- Student may NOT continue to work on campus after graduation or degree completion

# Application Problems: RFE or Rejection/Denial

- **RFE:** If there is a problem with your application, USCIS may send you a notice by mail called a "Request for Evidence (RFE)." An RFE does not mean that your application has been rejected, it simply means you need additional documents before your EAD can be issued.
- **Rejection/Denial:** In some cases, if too many items are missing from your application, USCIS will return the entire application to you. If this happens, you must make the corrections and send the application before the end date of your 60-day grace period.
- To avoid delays, review your application materials for completeness and correct/current information.

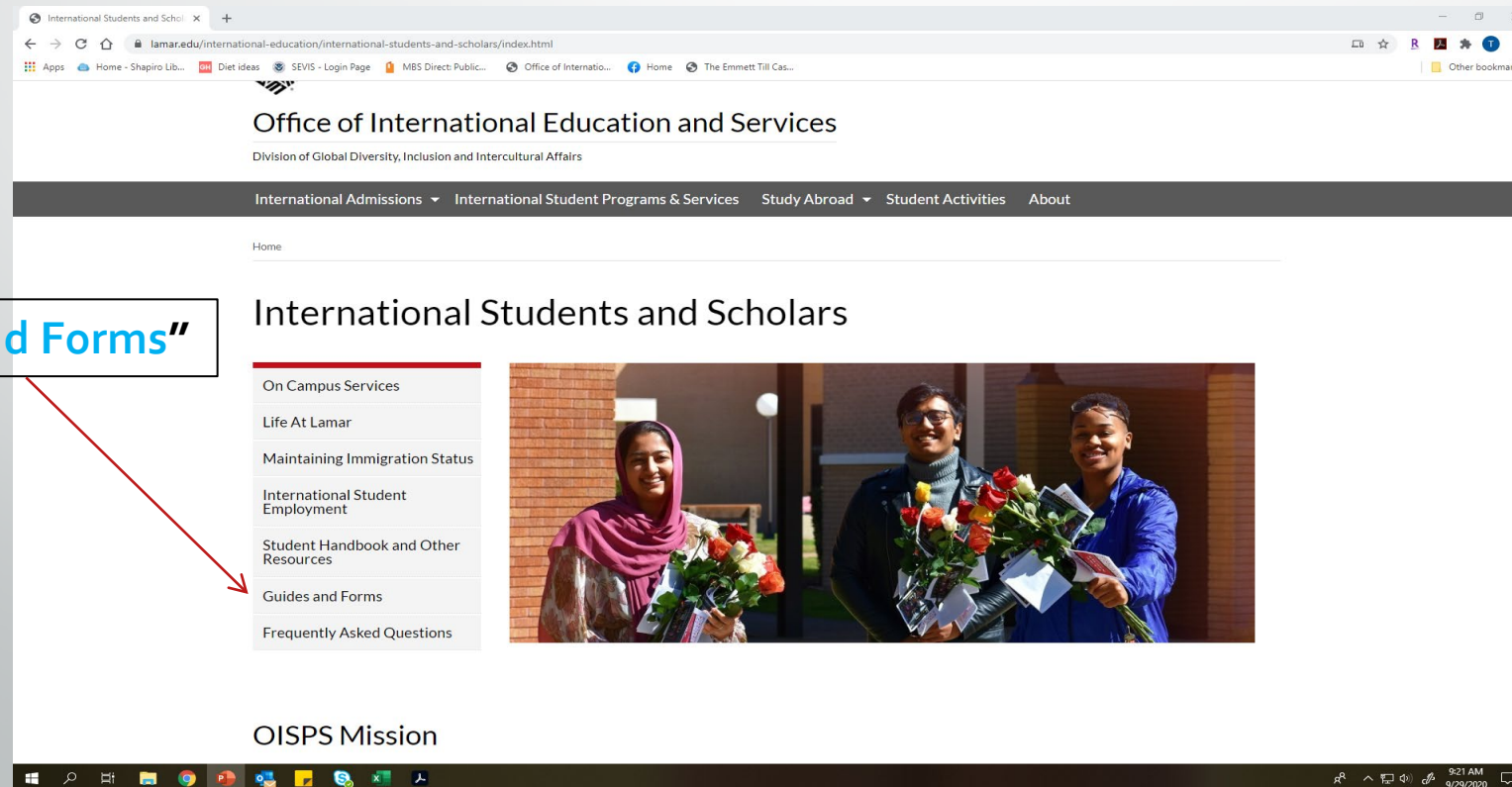
# Step 5: Reporting Requirements While On OPT

# Reporting Requirements While On OPT

- F-1 students are required to report to the DSO within 10 days if any of the following changes during their OPT period:
  - ALL employment changes including changing jobs, employer name change, acquisitions, etc. Changes in the student's name
  - Address (physical/mailing)
  - Visa Status (i.e. – H1B Approval)
  - Primary work location

# How To Report OPT Employment?

- Employment Updates/Changes
  - <https://www.lamar.edu/international-education/international-students-and-scholars/index.html>



International Students and Scholars

Office of International Education and Services  
Division of Global Diversity, Inclusion and Intercultural Affairs

International Admissions ▾ International Student Programs & Services Study Abroad ▾ Student Activities About

Home

## International Students and Scholars

- On Campus Services
- Life At Lamar
- Maintaining Immigration Status
- International Student Employment
- Student Handbook and Other Resources
- Guides and Forms**
- Frequently Asked Questions

OISPS Mission

9:21 AM 9/29/2020

Click "Guide and Forms"

# How To Report OPT Employment?

The screenshot shows a web browser window with the URL [lamar.edu/international-education/international-students-and-scholars/guide-and-forms.html](https://lamar.edu/international-education/international-students-and-scholars/guide-and-forms.html). The page is titled "Guide and Forms - Lamar Univ" and contains a list of links and forms. A red arrow points from the text "Click on 'OPT/STEM OPT employment update'" to the link "FORM - OPT / STEM OPT Employment Update" in the "Frequently Asked Questions and Special Topics" section.

- **RCL Approval Form (PDF)**
  - This completed .PDF **must** be submitted with the RCL Application.
- **Special Request**
  - Change of Status
  - Estimate of Expense (Letter list estimated expenses at LU for one year)
  - SEVIS Form I-20
  - Reinstatement of F-1 status ([Learn more here](#))
  - Unlisted / Other requests
- **Transfer-In**
- **Transfer-Out (Initial)**
- **Transfer-Out (Current Students)**
- **OIES Intent to Enroll**

**Immigration and Travel Documents**

- [Replacement I-94 Card](#)
- [Travel Request Form](#)

**Dependent Needs and Health Insurance**

- [Dependent Applications for the F-2 I-20](#)
- [Health Insurance Dependent Agreement](#)

**Frequently Asked Questions and Special Topics**

- **Advisor's Recommendation Form (.PDF)**
- **FORM - OPT I-20 application**
- **STEM OPT Extension**
  - [STEM OPT Tutorial \(.PDF\)](#)
  - [I-983 Overview](#)
  - [FORM - STEM OPT I-20 application](#)
- **FORM - OPT / STEM OPT Employment Update**
- [FORM - Economic Hardship Application](#)
- [FORM - STEM OPT Validation Report](#)

Click on "OPT/STEM OPT employment update"

# How To Report OPT Employment?

F1 Employment Information Waiver

Are you submitting any other online forms to our office?\*

Yes  
 No

**Student Information**

Application for:\*

OPT  OPT STEM Extension

SEVIS ID #\*

LU ID #\*

Name\*

First Name Middle Name (optional) Last Name

Gender\*

Male  
 Female

Email\*

Date of Birth (MM/DD/YYYY)\*

Phone\*

Country of Citizenship\*

Please read and complete all applicable information and click "submit" when completed.

# Traveling Abroad While On OPT

- Complete Travel Application Online - <https://www.lamar.edu/forms/international/travel-request-application1.html>
- Documents required to re-enter the U.S. in valid F-1 status:
  - Valid Passport
  - Endorsed I-20 (each travel authorization signature is valid for 6 months from the date it was last signed and must be valid at the time of entry to the U.S.)
  - Valid F-1 Visa (if expired, you must renew with the U.S. Consulate/embassy)
  - EAD Card
  - Proof of Employment or Offer Letter
- NOTE: If you are planning to travel while your OPT is PENDING – contact OIES regarding risks involved. **OIES does NOT recommend international travel while the OPT application is pending with USCIS**



# Options After Initial OPT Period

- STEM Extension
- Resume studying at Lamar or transfer to another school
- Return to Home Country

# Resume Studying

- If a student wish to resume studies, the updated I20 must be printed prior to the start of class and prior to the 60-day grace period ending.
- Your OPT work authorization ends on the date your new I20 is generated.
- Ending OPT early is allowed.
- If you are resuming study at another institution, you must request a transfer of your SEVIS record PRIOR to the student's 60-day grace period ending. Please submit our [transfer out form](#) in order to proceed with this option.
- First day of classes MUST be within 5 months of the OPT EAD card end date

# Changing Status

- Applications for change of visa status **must** be received by USCIS prior to the end of the 60-day grace period
- Work with an immigration legal counsel regarding a Change of Status application to a new visa category (I-539 form).