

Optional Practical Training (OPT)

FORT HAYS STATE
UNIVERSITY



Please be advised that employment and immigration requirements related work/employment opportunities such as OPT, STEM extensions and H1b's may change and/or be updated at any time.

By attending this session you will be able to answer these questions...

- ✓ What is Optional Practical Training (OPT) and do I qualify?
- ✓ When and how do I apply?
- ✓ What documents do I need to complete?
- ✓ What happens after I apply?
- ✓ What happens after I receive my EAD card?

What is OPT?

Optional Practical Training is an opportunity for students in F-1 visa/status to apply their classroom knowledge in an actual work environment off-campus for up to 12 months.

**This employment should directly relate to your course of study or major.*



Do you qualify?

- ✓ You must be in current valid F-1 status for at least one academic year.
- ✓ Eligible for 12 months of full time authorization with each higher degree completed.
- ✓ Students in STEM fields can apply for a 24 month extension.

If you can answer YES to these questions, you probably qualify for OPT!

How do I apply?

- Optional Practical Training (OPT) Packet can be accessed on the website: <https://www.fhsu.edu/international/international-services/employment/opt>
 - Complete the information in packet that are to be returned to International Student Services (Memorial Union- MU 014).
 - Academic Advisor/Academic Department Recommendation Form
 - OPT – Grade Check Sheet for Instructors
 - OPT – Graduate School/International Office Check-off Form
- “Carefully follow instructions in packet.”***
- Your OPT I-20 will be processed and you will then be notified when it is ready to pickup.
 - Be sure you have **all** documents and credit/debit card available for payment, **BEFORE** you submit your application on-line.

OPT



International Student Services

About Us

International Admissions ▼

International Services ▼

New International Student Orientation

Immigration

Health Insurance

Employment Options

Transportation

US Tax Information

Letter Of Invitation

Employment Opportunities for International Students

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Other Types of Employment

[Optional Practical Training \(OPT\)](#)

[Curricular Practical Training \(CPT\)](#)

When to Apply



Undergraduate OPT Application Packet

[Checklist](#)

[Recommended Steps for Completing Online Application](#)

[Academic Advisor Recommendation Form](#)

[Grade Check Form](#)

[Form G-1145](#)

[OPT Reporting Form](#)

Graduate OPT Application Packet

[Checklist](#)

[Recommended Steps for Completing Online Application](#)

[Academic Advisor Recommendation Form](#)

[Graduate School Check Form](#)

[Grade Check Form](#)

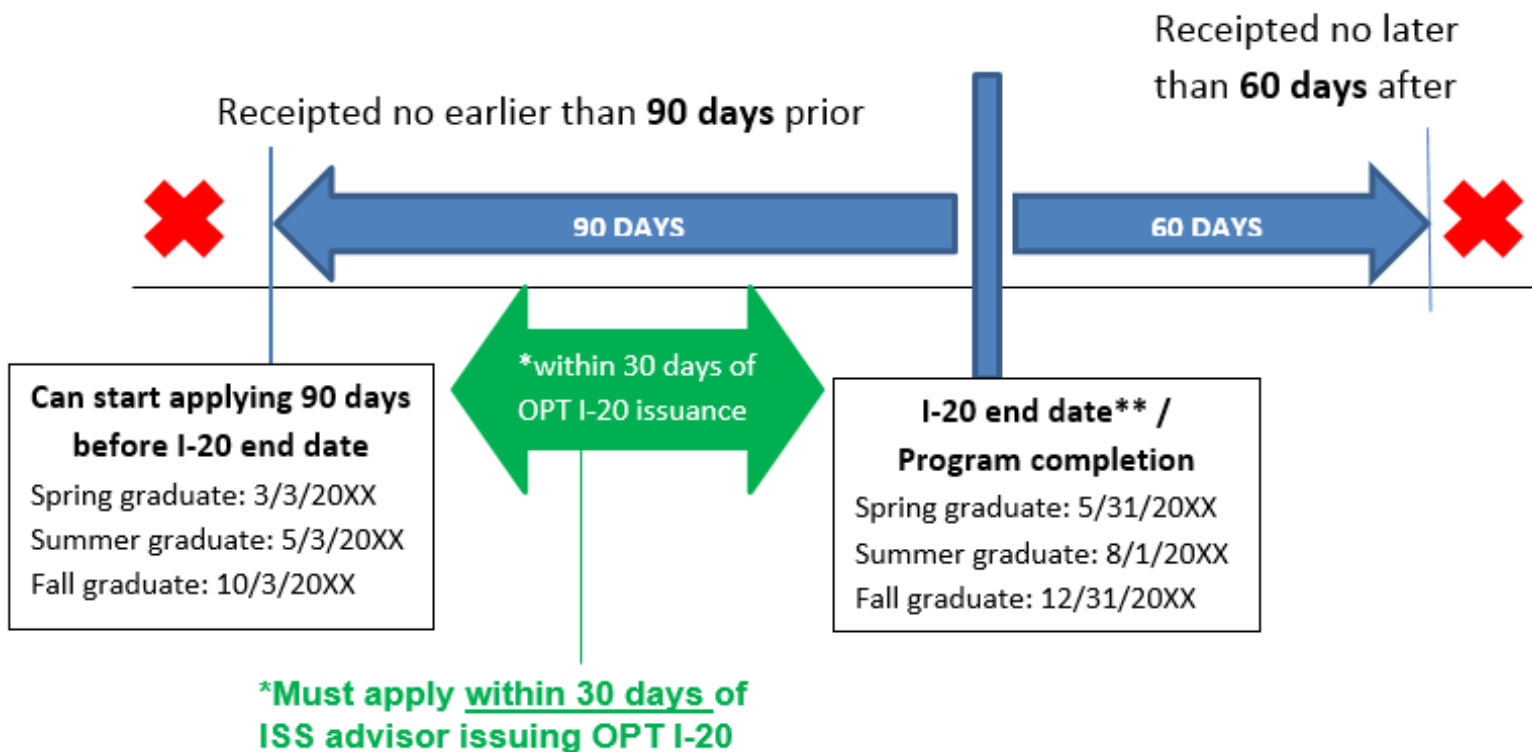
[Form G-1145](#)

[OPT reporting Form](#)

When do I apply?

You can apply for OPT within 90 days before your academic program completion date to 60 days after your academic program completion date.





It is ***STRONGLY*** recommended that you stay in Hays until your new Optional Practical Training endorsed I-20 has been processed and your application successfully submitted online.

What do I need for the OPT application?

You will need the following:

- The USCIS Form I-765 “Application of Employment Authorization”
- Copy of your current and **ALL previous I-20’s**
- Official FHSU transcript (request from Registrar’s Office Picken Hall 302)
- Two (2) passport sized photos (must be within the last 30 days)
- Print out of I-94
- Copy of passport and current visa
- Credit/debit card
- Copy of prior EAD Card if applicable
- **Complete the “Academic Advisor/Academic Department Recommendation” Form ***
- **Complete “Graduate School (Graduate students only)/International Office Check-off” form ***
- **Complete “Grade Check Form” ***
- ** These forms will be submitted to the International Student Services Office, but will not be uploaded with your OPT application.*

Steps for Completing the I-765 Application Online

1. Gather the following documents:

1. Digital 2x2 color passport photo that meets USCIS specifications
2. A scan of your passport photograph page
3. A scan of the front and back of any previous EAD cards (if applicable)
4. A scan of any previous I-20s with CPT or OPT information (if available)

2. Create your online USCIS account: <https://myaccount.uscis.gov/>

1. A digital copy of your I-20 with an OPT recommendation
 1. Must be issued within the last 30 days for post-completion OPT and within the last 60 days for STEM extension OPT. You MUST consult with ISS to receive a new I-20 before filing for your OPT online.
 2. The I-20 must be signed by an ISS advisor and by you. You can use a digital or handwritten signature.
2. Your most recent form I-94.
 1. <https://i94.cbp.dhs.gov/i94/#/home>
 2. Select "Get Most Recent Form I-94"
3. A credit/debit card with which you can pay the filing fee **of \$470.00 online and \$520 paper application**
(Paper filing is not recommended) This amount is always subject to change.

3. File a form online

- Application for Employment Authorization (I-765)

Helpful videos resources

How to Create a USCIS Online Account

<https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account>

Youtube video with information on filing your OPT application online

<https://www.youtube.com/watch?v=CmboasUaVRc>



Application For Employment Authorization
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 02/28/2018

For USCIS Use Only	Fee Stamp	Action Block	Initial Receipt	Resubmitted	
			Relocated		
			Received	Sent	
			Completed		
<input type="checkbox"/> Application Approved		<input type="checkbox"/> Application Denied - Failed to establish:		Approved	Denied
<input type="checkbox"/> Authorization/Extension Valid From _____		<input type="checkbox"/> Eligibility under 8 CFR 274a.12 (a) or (c)		A#	
<input type="checkbox"/> Authorization/Extension Valid To _____		<input type="checkbox"/> Economic security under 8 CFR 274a.12(c)(4), (5) and 8 CFR 214.2(f)			
Subject to the following conditions: _____		<input type="checkbox"/> Applicant is filing under section 274a.12			

Check the first box

▶ **START HERE - Type or print in black ink.**

I am applying for:

- ☒ Permission to accept employment.
- ☐ Replacement (of lost employment authorization document).
- ☐ Renewal of any permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name

Family Name First Name Middle Name
[Redacted]

2. Other Names Used (include Maiden Name)

Family Name First Name Middle Name
[Redacted]

3. U.S. Mailing Address

Street Number and Name Apt. Number
1880 - 600 Park St. FL 036 [Redacted]
Town or City State ZIP Code
Hayes KS 67601

4. Country of Citizenship or Nationality

[Redacted]

5. Place of Birth

Town or City State/Province Country
[Redacted]

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

[Redacted]

7. Gender ☐ Male ☐ Female

8. Marital Status

☐ Single ☐ Married ☐ Divorced ☐ Widowed

9. Social Security Number (Include all numbers you have ever used, if any)

[Redacted]

10. Alien Registration Number (A-Number) or Form I-94 Number (if any)

[Redacted]

11. Have you ever before applied for employment authorization from USCIS?

☐ Yes (Complete the following questions.)

Which USCIS Office? Date

[Redacted] [Redacted]

Results (Granted or Denied - attach all documentation)

[Redacted]

☐ No (Proceed to Question 12.)

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)

[Redacted]

13. Place of Last Entry into the U.S.

[Redacted]

14. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

[Redacted]

15. Current Immigration Status (Visitor, Student, etc.)

[Redacted]

16. Eligibility Category. Go to the "Who May File Form I-765" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.

(C) (3) (B)

Social Security Number

I-94 Number

U.S. Address

(C) (3) (B)

17. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree Employer's Name as listed in E-Verify

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

18. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Question 16 above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

19. (c)(35) and (c)(36) Eligibility Category

- a. If you entered the eligibility category (c)(35) or (c)(36) in Question 16 above, please provide the receipt number of the Form I-140 beneficiary's Form I-797 Notice of Approval for Form I-140.

- b. Have you EVER been arrested for and/or convicted of any crime? ☐ Yes ☐ No

NOTE: If you answered "Yes" to Item Number 19.b., refer to Item Number 5, Item H, or Item I, in the Who May File Form I-765 section of these Instructions for information about providing court dispositions.

Certification

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765" section of the instructions and have identified the appropriate eligibility category in Question 16.

Applicant's Signature

Don't forget to sign!

Date of Signature (mm/dd/yyyy)

Telephone Number

Signature of Person Preparing Form, If Other Than Applicant

I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Preparer's Signature

Date of Signature (mm/dd/yyyy)

Printed Name

Address

Don't forget to sign & date

Reminders for Online Filing:

- You must be physically present in the U.S. when your OPT application is filed with USCIS.
- While filing Form I-765 online allows for immediate filing and receipt of your application, ***the overall processing time for the I-765 application is the same regardless of paper vs. online filing.*** See the [USCIS website](#) for current processing times.
- USCIS has the discretion to require [biometrics appointments](#) on a case-by-case basis.

Reminders for Online Filing:

- *Please carefully review all answers and documentation **before** submitting your application to USCIS.*
 - Any amendments to the application would need to be submitted to USCIS by uploading evidence in the 'Unsolicited evidence' section of the 'Documents' tab of your USCIS online account.
 - Additional evidence that was not requested in a "request for evidence" (RFI) will be considered by USCIS at their discretion, and USCIS will consider the timeliness and relevance of the information when adjudicating your application.
- The ISS office is unable to anticipate any potential challenges of online filing and does not have access to your online application.

What happens after I apply?

- Applicants will receive a receipt letter (I-797C Notice of Action from USCIS). This may take up to 8 weeks. This means that your application is being processed. There will be a receipt number in the upper-left corner. This number is required for all communication with USCIS about your OPT application. The receipt number can also be used to check your application status at <http://www.uscis.gov/portal/site/uscis>.
- You are **not allowed to work OR volunteer after you graduate** and while waiting for your EAD card.
- You should not promise an employer a specific start date, before you receive your EAD card.
- Do NOT begin employment before you receive your EAD card.

This is what the EAD envelope looks like:



What happens after I apply?

PLEASE BE PATIENT.

- Should your address or name change, report it immediately to ISS. This can delay your EAD. EAD cards are not forwardable and will be returned to USCIS if you no longer live at the address where the card is delivered.
- It may take up to 90 days for an OPT application to be processed.
- *Travel outside of the US is not advised while waiting for OPT approval. You may be denied entry if your OPT application is pending. Carry your receipt as proof that your OPT application is in process.*

What happens after I receive my EAD card?

- When you receive your EAD card, you can begin working. *DO NOT BEGIN EMPLOYMENT BEFORE YOU RECEIVE YOUR EAD CARD.*
- **Bring your EAD card to ISS, email (mkohl@fhsu.edu) or mail a photocopy for your file.** This is very important because ISS will continue to verify your valid F-1 status during OPT
- Set-up your portal account
- Students must maintain employment while on OPT. **Excessive unemployment will/may cause a student's OPT to be cancelled.** Students may not be unemployed for more than **90 days** during their initial 12 months of OPT.
- Employment start date must begin within 60 days after graduation to receive full 12 month authorization.

UNITED STATES OF AMERICA
EMPLOYMENT AUTHORIZATION

Surname

Given Name

USCIS#

Category Card#

C03B

60757

Country of Birth

India

Terms and Conditions

Sto: Post-Completion Opt

Date of Birth

Sex

M

fingerprint
not
available

Valid From:

/ /18

Card Expires:

/ /19

NOT VALID FOR REENTRY TO U.S.

Sample - www.RedBus2US.com

SEVIS Portal

Once you receive your EAD Card

You will receive an email from SEVP (Student Exchange Visitor Program) with information to set-up your “portal” account.

The email will be sent to your FHSU email account or email account listed in SEVIS.

If you do not receive the email – check your junk or clutter folder and notify the International Student Services Office.

If your portal account becomes “locked” – contact the International Student Services Office and ask that it be “reset”. This may take a day or two to update in the SEVIS system.

Required information to report in the SEVIS portal

Please stay in touch with ISS if you have questions.

- Employer/Company name
- Address
- Phone number
- Your job title
- Job responsibilities and how they relate to your degree
- Start date
- End date (if applicable)
- Full time or Part time
- Supervisors name
- Supervisors email
- Supervisors phone number
- Your current mailing address

Travel Considerations While on OPT

- Carry your I-20 with you if you plan to travel outside of the U.S. during OPT. ISS *advisor signature is only valid for 6 months.*
- If you leave the country and do not have a valid F-1 visa, you will need to apply for a new one while abroad.
- Sometimes it is more difficult to apply for an F-1 visa while on OPT, because your degree is completed and you are only returning to work. All new visas may require security check that could take months.

Travel Considerations While on OPT

- Please, consider all of these possible issues, *before* traveling outside of the U.S.
- If you have any questions about travel, please contact the ISS office.
- If you travel outside the country and it is not related to your job, the time you are out of the country “**may**” count against your 90 days of unemployments depending on the circumstances.

Options after Completion of OPT

- Transferring to another school or beginning study at another educational level automatically terminates your OPT.
- You are allowed 60 days after your EAD Card expires to prepare to leave the country, apply for status change, or to begin a new academic program.
- Do not continue to work once your EAD Card has expired.

Questions

?

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Find an Internship or Job

Fort Hays State University is here to help get you ready not only to graduate, but to pursue the career of your choice. Whether you are still registered and looking for an internship or part-time job or getting ready to graduate and pursue career opportunities, our vacancy listings can help you get ahead.

- [Handshake](#) - Explore full-time job and internship listings, resume referrals, alumni networking and on-campus interviewing opportunities.
- [GoinGlobal](#) - Get information for students and alumni looking to job search globally and internationally.
- [Internships](#) - Apply your classroom learning, explore career options, and gain relevant work experience through internship opportunities.
- [Career Fairs](#) - Meet a large variety of potential employers under one roof with information on potential jobs and internship opportunities.



GoinGlobal™

Jobs here, there, everywhere.

Today's successful job seeker needs every advantage to fast-track their search, make the right impression and land the job they want. Whether pursuing an opportunity across town or around the world, GoinGlobal is that advantage. We provide the competitive edge that helps students and professionals **get noticed and get hired.**

To access GoinGlobal:

1. Login to Handshake
2. Go to Career Center on the menu bar
3. Select Resources
4. Find the GoinGlobal link



FORT HAYS STATE UNIVERSITY
CAREER SERVICES

Forward thinking. World ready.

Handshake

Fort Hays State University Career Development has partnered with Handshake - a modern career development platform - to be your one-stop-shop for launching your career.

Handshake offers features, enabling you to:

- Access personalized job/internship recommendations based on your major and interests
- Register for Career Fairs and events
- Manage on-campus interviews with top companies
- Schedule appointments with Career Development staff

Students and alumni are encouraged to utilize Handshake to connect with employers and search for nationwide job and internship opportunities.

Looking for a part-time job in the Hays area while attending FHSU? These positions are posted in Handshake in addition to nationwide full-time jobs and internships.



How to Guides:

[Activating your Handshake account/Uploading your resume](#)

[Registering for events in Handshake](#)

[Writing your Handshake bio](#)

[Setting up single sign on for graduate students](#)

[Requesting an appointment with Career Development](#)