

Optional Practical Training (OPT)

See **glossary** at the end of the presentation for any
underlined term.
(only underlined the first time it's used in the presentation.)

Approximate Viewing Time: 30 Minutes

Click to the next slide!

Review

- The following presentation is for TMCC students applying for post-completion OPT.
- If you are finishing your studies at TMCC, it's best to submit your OPT Request to TMCC International Student Services about 4 months BEFORE your expected completion date.

Pay special attention to information highlighted in red through the presentation!

What is OPT?

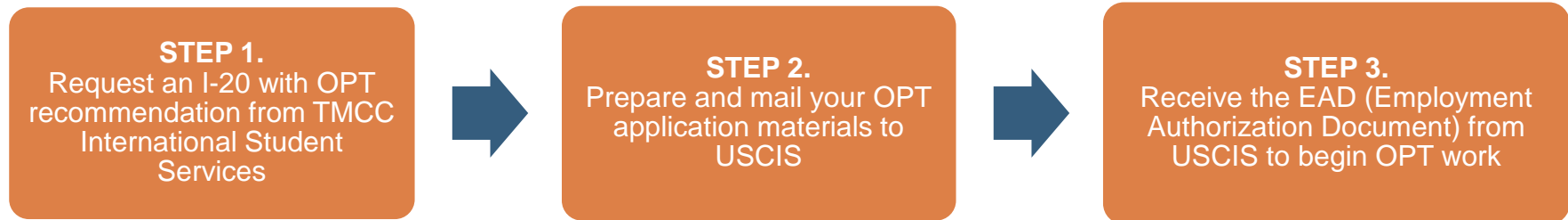
- ❑ OPT is a type of work authorization that permits F-1 students to gain work experience in their major field of study while in the United States.
- ❑ Post-completion OPT is authorized by the United States Citizenship and Immigration Services (USCIS) in the form of an EAD card for 12 months.
- ❑ When you complete a degree at a higher education level, you may be eligible for OPT based on the new degree level.
 - ❑ Example: Tugba was granted 12 months of OPT based on completion of her A.S. degree. When she finishes her B.S. degree, she will qualify for another 12 months of OPT at the Bachelor's level.

Who Can Apply for OPT?

You can apply for post-completion OPT if you:

- have been enrolled at TMCC for one full academic year
- have maintained F-1 status
- are in good academic standing
- are in your final academic term
at TMCC

OPT Application Process



Documents to Begin

The following slides will help you complete the OPT Request Form and Form I-765.

To begin, it's best to have the following documents with you:

- ❑ OPT Request Form
- ❑ Form I-765 (at <http://www.uscis.gov/i-765>)
- ❑ I-20
- ❑ Passport with
- ❑ Most current I-94

When Can I Apply for OPT?

- Students can apply for OPT as early as 90 days **BEFORE** their program completion date and up to 60 days **AFTER** their program completion date.
- Examples:

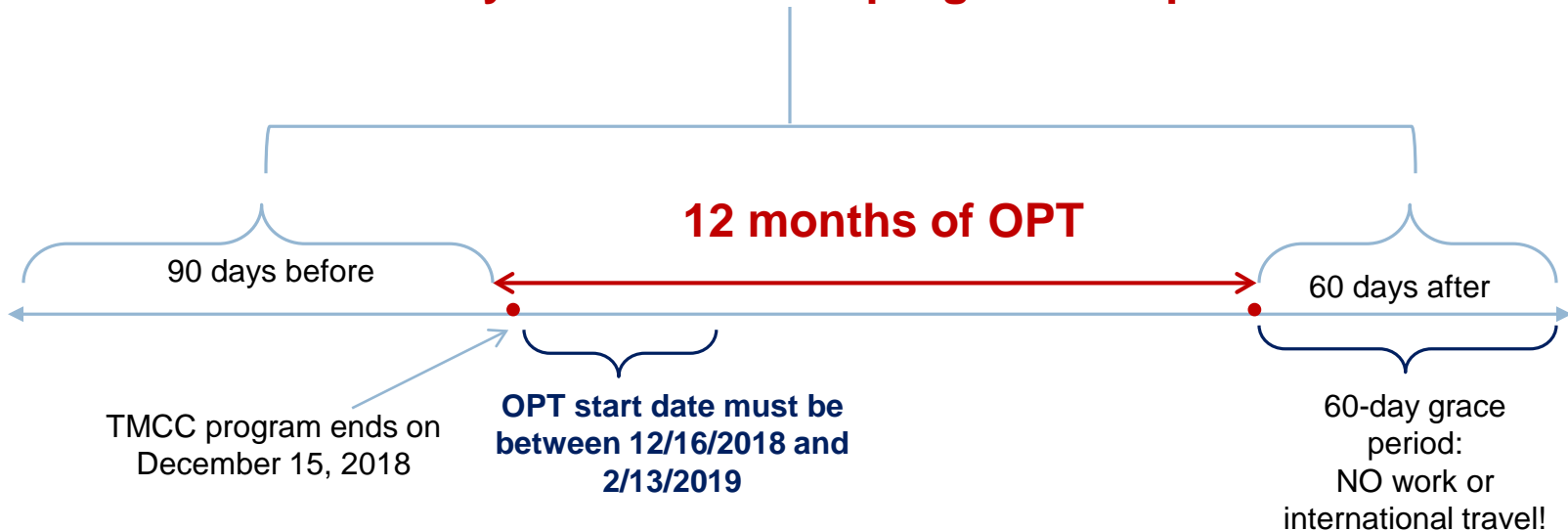
Final TMCC term	TMCC program ends on	Can apply for OPT as early as (90 days before)	But no later than (60 days after)
Fall 2018	December 15, 2018	September 16, 2018	February 13, 2019
Spring 2019	May 17, 2019	February 16, 2019	July 16, 2019

USCIS will deny OPT applications that are received outside these dates.

OPT Timeline

Application timeline:
90 days before and 60 days after program completion.

USCIS will deny OPT applications *received* more than 90 days *BEFORE* and 60 days *AFTER* TMCC program completion date.



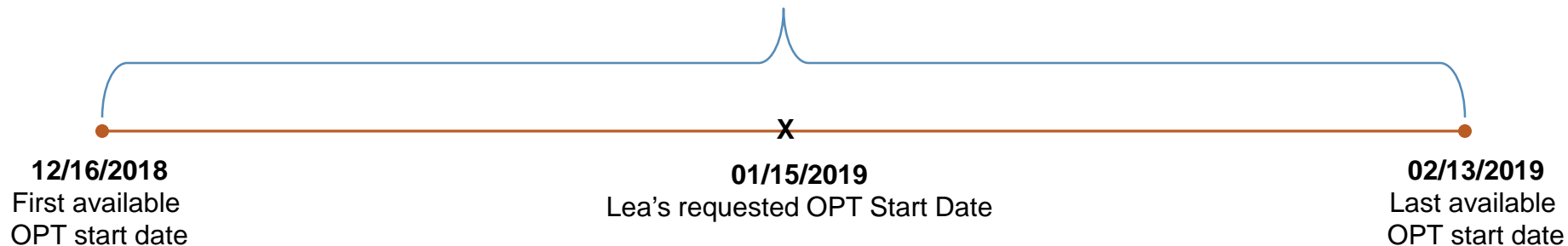
OPT Start Date

- The OPT Start Date has to be within 60 days of your TMCC program completion date. It cannot be the same day as your date of completion.

- Example:

Lea will finish her program at TMCC on December 15, 2018. Based on that completion date, she could choose any date as her OPT start date from 12/16/2018 and 2/13/2019. Lea applied for OPT 90 days before her program completion date and chose 1/15/2019 as her OPT start date because she wanted to give herself some time to find a job, knowing that she would only have 90 days of unemployment from her OPT start date.

**Lea's available OPT dates based on 12/15/2018 TMCC program completion:
12/16/2018-2/13/2019**



Date Calculator

- To calculate your OPT dates, try using this simple online tool:
<http://www.timeanddate.com/date/dateadd.html>
- Type in your start date and add months or days to get an exact date.

OPT Start Date Suggestions

It is recommended that you choose an **“early” OPT start date** if you:


- ❑ have a job offer
- ❑ would like to be available for employment right after finishing your program at TMCC

It is recommended that you choose a **“later” OPT start date** if you:

- ❑ do not have any job offer(s) at the time of OPT application
- ❑ do not expect that you will be able to find a job soon
- ❑ submitted your application “late”(e.g. during the 60-day window after TMCC program completion)

STEP 1: Request an OPT I-20

- ❑ Complete the TMCC OPT Request Form.
- ❑ Choose your OPT start date.
- ❑ Have your International Academic Advisor verify your degree completion date.
- ❑ Submit completed OPT Request Form to TMCC International Student Services.
- ❑ Your OPT request will be processed in 5 working days.
- ❑ You will receive an email to pick up your OPT I-20.



Optional Practical Training Request Form

- Your Academic Advisor at TMCC must sign this form before you submit it to TMCC International Student Advisor.
- Your new OPT I-20 will be ready for pick-up in 5 working days after submitting this form.
- USCIS MUST receive your complete OPT application within 30 days of the new OPT I-20.

STUDENT INFORMATION (to be completed by TMCC Student)

Name: _____
Family/Last Given/First

TMCC Student ID: _____ Phone: _____ Non-TMCC Email: _____

Local U.S. Address: _____
Street City Zip Code

Date of Current I-20 Expiration: _____ Passport Expiration Date: _____
MM/DD/YYYY MM/DD/YYYY

Have you been authorized for OPT in the past? No Yes - From: _____ To: _____
MM/DD/YYYY MM/DD/YYYY

If yes, which degree level was OPT authorized for? Associate Bachelor's Other: _____

Preferred OPT Start Date: _____
MM/DD/YYYY

By signing below, I verify that the above information is true and correct, and I understand the responsibilities in maintaining F-1 status during my period of OPT authorization. I will report any changes to this information to TMCC International Student Advisor within 10 days.

Student Signature: _____ Date: _____

*Start date must be within 60 days of your program completion date at TMCC.

ACADEMIC RECOMMENDATION (to be completed by TMCC Academic Advisor)

OPT is an off-campus employment benefit that allows F-1 students to be employed in their field of study at their degree level during periods authorized by USCIS (U.S. Citizenship and Immigration Services). Per immigration regulations, the student's date of completion is the last day of the term in which they complete degree requirements, NOT the date a student participates in the graduation ceremony. By signing below, I confirm the student's degree completion date so the student may be recommended for OPT by TMCC International Student Advisor.

Student's Major: _____ Second Major (if applicable): _____

Expected Completion Term of Associate Degree: Winter Spring Summer 1 Summer 2 Fall

Advisor's Name: _____ Phone: _____ Email: _____

Advisor's Signature: _____ Date: _____

Admissions & Records
7000 Dandini Blvd., M-15 - Reno, Nevada 89512-3999
775-673-7042 | www.tmcc.edu
Nevada System of Higher Education | Dedicated to Equal Opportunity
I:\Employment\OPT Rev. 10/2015

STEP 2: Prepare and Mail your OPT Application Materials to USCIS

- We will guide you through the OPT Application Checklist so have the necessary immigration documents in front of you.
- For more detailed OPT information, visit our International Student Employment page (at <http://www.tmcc.edu/international-student-services/student-employment/optional-practical-training/>)

Preparing OPT Documentation: Form I-765

- Form I-765 is the U.S. Citizenship and Immigration Services form to officially request an EAD card.
- The I-765 fee is \$410 (*fees are subject to change*).
- Available at www.uscis.gov under “forms” and “I-765”.
- Always use the latest version.
- Fill in form electronically or use black ink if filling in by hand.
- The following slides will help you complete Form I-765, so be sure to have Form I-765 in front of you.

OMB No. 1615-0040; Expires 02/28/2018
I-765, Application For Employment Authorization

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

For USCIS Use Only	Fee Stamp	Action Block	Initial Receipt	Resubmitted	
				Relocated	
				Received	Sent
				Completed	
<input type="checkbox"/> Application Approved <input type="checkbox"/> Authorization/Extension Valid From _____ <input type="checkbox"/> Authorization/Extension Valid To _____ Subject to the following conditions: _____		<input type="checkbox"/> Application Denied - Failed to establish: <input type="checkbox"/> Eligibility under 8 CFR 274a.12 (a) or (c) <input type="checkbox"/> Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(D)			
			Approved	Denied	
			AW		

I am applying for: Permission to accept employment. Replacement (of lost employment authorization document).
 Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name (Family Name) (First Name) (Middle Name)
 SANCHEZ Pandora

2. Other Names Used (include Maiden Name)

3. U.S. Mailing Address (Street Number and Name) (Apt. Number)
 1150 Gregory Lane
 (Town or City) Reno (State) NV (ZIP Code) 89509

4. Country of Citizenship or Nationality
 Peru

5. Place of Birth (Town or City) (State/Province) (Country)
 Lima

6. Date of Birth (mm/dd/yyyy) 01/02/2015

7. Gender Male Female

8. Marital Status Married Single Divorced Widowed

9. Social Security Number (if any) 555-22-9999

10. Alien Registration Number (A-Number) or Form I-94 Number (if any) 12345678901

11. Have you ever before applied for employment authorization from USCIS?
 Yes (Complete the following questions.)
 Which USCIS Office? _____ Dates _____
 Results (Granted or Denied - attach all documentation) _____
 No (Proceed to Question 12.)

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy) 01/02/2015

13. Place of Last Entry into the U.S.
 Los Angeles, CA

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

15. Current Immigration Status (Visitor, Student, etc.)
 F-1

16. Eligibility Category. Go to the instructions for "Who May File Form I-765?" section of the instructions to place below the letter and number of the eligibility category selected from the instructions. For example, (C)(3)(B), etc.

17. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Question 16 above, please provide 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.

18. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Question 16 above, please provide the receipt number of your I-17 principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

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

 Date of Signature (mm/dd/yyyy) 11/04/2015
 Telephone Number 222-333-4444

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 Pandora Sanchez
 Date of Signature (mm/dd/yyyy) _____
 Printed Name _____
 Address _____

Form I-765 02/13/15 Y

Form I-765 (Continued)

- Select the box for “permission to accept employment”

I am applying for Permission to accept employment. Replacement (of lost employment)

Renewal of my permission to accept employment (attach a copy of your previous Form I-765)

- **#1** Fill in all legal names (don't use nicknames!)
- **#2** Leave “other names” field blank if no other legal names

1. Full Name

(Family Name)	(First Name)	(Middle Name)
SANCHEZ	Pandora	

2. Other Names Used (include Maiden Name)

- **#3** Use a physical U.S. address* where you would like to receive your EAD card (no P.O. boxes!) If the address listed is outside of Nevada, contact TMCC International Student Services.

2. Other Names Used (include Maiden Name)

3. U.S. Mailing Address

(Street Number and Name)	(Apt. Number)	
1150 Gregory Lane		
(Town or City)	(State)	(ZIP Code)
Reno	NV	89509

- The address should be valid for a minimum of 3 months from the time the OPT application is mailed

- **#3 Alternative:** If you plan to move during this time, use a reliable friend or family member's address. Write “c/o” (“care of”) that person to ensure delivery of EAD.

3. U.S. Mailing Address

(Street Number and Name)	(Apt. Number)	
c/o Silvia Sanchez, 91 Uptown Ave.		
(Town or City)	(State)	(ZIP Code)
Sparks	NV	89434

Form I-765 (Continued)

#4-8 Complete with accurate information

#9 Social Security Number (SSN):

- Students do not need a SSN to apply for OPT
- Leave blank if you do not have a SSN
- Students can apply for a SSN after receipt of their EAD or on/after their OPT start date, whichever comes later

#10 I-94 Number:

- 11-digit number found on the electronic I-94 or front page of the paper I-94 card. See sample I-94 slide for more information.

4.	Country of Citizenship or Nationality	Peru	
5.	Place of Birth	(State/Province)	(Country)
	Lima		Peru
6.	Date of Birth (mm/dd/yyyy)	05/15/1990	
7.	Gender	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female
8.	Marital Status	<input type="checkbox"/> Married	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
9.	Social Security Number (Include all numbers you have ever used, if any)	555-22-9999	
10.	Alien Registration Number (A-Number) or Form I-94 Number (if any)	12345678901	

Form I-765 (Continued)

#11 Prior work authorization

- Indicate “no” if you have NEVER applied for an EAD card.
- Indicate “yes” if you have applied for an EAD card in the past and complete the information related to that EAD card.
- Attach a copy of the EAD or write “lost EAD” if you cannot find that EAD card.

#12 Date of Last U.S. Entry

- Copy information from passport admission stamp, electronic or paper I-94.

#13 Place of Last U.S. Entry

- Copy information from passport admission stamp, electronic or paper I-94.
- Place refers to Port of Entry of city where you entered the U.S., usually a three-letter code such as “LAX” for Los Angeles.

11. Have you ever before applied for employment authorization from USCIS?
 Yes (Complete the following questions.)
Which USCIS Office? _____ Dates _____
Results (Granted or Denied - attach all documentation) _____
 No (Proceed to Question 12.)

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)
01/02/2015

13. Place of Last Entry into the U.S.
Los Angeles, CA

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

#14 Status of Last Entry

- Indicate your immigration status when you LAST entered the U.S. For example, if you entered using an I-20, you would write “F-1” or “F-1 student.”

Form I-765 (Continued)

#15 Current Immigration Status

- Status should be F-1. *If current immigration status is not F-1, contact TMCC International Student Services.*

#16 Eligibility Code

- Indicate (C) (3) (B) as shown for post-completion OPT.

#17 STEM Eligibility

- Leave blank

#18 H4 Permission

- Leave blank

15. **Current Immigration Status** (Visitor, Student, etc.)
F-1

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)

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 **BLANK** 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. **BLANK**

Form I-765 (Continued)

- Sign your name smaller than usual.
- Signature has to be above “applicant’s signature” line, fit in the white signature area and not touch the text above.

Not following signature guidelines may result in a delay of the EAD issuance.

- Leave this area blank unless another authorized person completed form I-765 on your behalf.

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 <u>Pandora Sanchez</u>
Date of Signature (mm/dd/yyyy) <u>11/04/2015</u>
Telephone Number <u>222-333-4444</u>
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 _____

Preparing OPT Documentation: I-20

- ❑ Pick up OPT I-20 from TMCC with photo ID.
- ❑ Review I-20 for accuracy and sign the bottom of page 1 of your new I-20.
- ❑ After signing the OPT I-20, make a copy for USCIS of ALL 3 pages.
- ❑ The original OPT I-20 stays with you.
- ❑ OPT dates are shown on page 3.
- ❑ **USCIS must receive OPT I-20 within 30 days of TMCC issuance (refer to date next to TMCC International Student Services' signature).**


Reminder: Keep all previous I-20s in a safe place and use new OPT I-20 as current F-1 immigration document.

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038	
SEVIS ID:			
SURNAME/PRIMARY NAME		GIVEN NAME	CLASS
PREFERRED NAME		PASSPORT NAME	F-1 ACADEMIC AND LANGUAGE
COUNTRY OF BIRTH		COUNTRY OF CITIZENSHIP	
DATE OF BIRTH		ADMISSION NUMBER	
FORM ISSUE REASON CONTINUED ATTENDANCE		LEGACY NAME	
SCHOOL INFORMATION			
SCHOOL NAME Truckee Meadows Community College Truckee Meadows Community College		SCHOOL ADDRESS 7000 Dandini Boulevard, Reno, NV 89512	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Arkaitz Aldecoa Salora Admission & Records Assistant IV		SCHOOL CODE AND APPROVAL DATE PH0214F21401000 17 JANUARY 2008	
PROGRAM OF STUDY			
EDUCATION LEVEL ASSOCIATE	MAJOR 1 Commercial and Advertising Art 80.0402	MAJOR 2 None 00.0000	
NORMAL PROGRAM LENGTH 36 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	
PROGRAM START DATE 14 JANUARY 2013	PROGRAM END DATE 22 MAY 2015		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	\$ 10,019	Personal Funds	\$ 0
Living Expenses	\$ 11,981	Funds From This School	\$
Expenses of Dependents (0)	\$	FAMILY FUNDS	\$ 22,500
BOOKS/SUPPLIES	\$ 1,100	On-Campus Employment	\$
TOTAL	\$ 22,500	TOTAL	\$ 22,500
REMARKS			
Student will complete all requirements for the Associate of Applied Science-Graphic Communications degree by May 2015.			
SCHOOL ATTESTATION			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation by the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility. Funds were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.			
<input checked="" type="checkbox"/>	SIGNATURE OF:	DATE ISSUED	PLACE ISSUED
		19 November 2015	Reno, NV
STUDENT ATTESTATION			
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.			
<input checked="" type="checkbox"/>	SIGNATURE OF:	DATE	
NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country)	DATE

Preparing OPT Documentation: I-94

- ❑ The I-94 is your U.S. arrival/departure record.
- ❑ To access your I-94 information, visit www.cbp.gov/i94

I-94 Admission Number Retrieval Page 1 of 1



U.S. Customs and Border Protection
Securing America's Borders

OMB No. 1651-0111
Expiration Date: 11/30/2014

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 04677803230

Admit Until Date: D/S

Details provided on Admission (I-94) form:

Family Name: [REDACTED]

First (Given) Name: [REDACTED]

Birth Date: 1988 July 02

Passport Number: M79277572

Passport Country of Issuance: Korea, South

Most Recent Date of Entry: 2013 August 21

Class of Admission: F1

▶ Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.41(d).

▶ If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

▶ Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

▶ [Accessibility](#)


Photo source: www1.columbia.edu

Preparing OPT Documentation: Form G-1145

USCIS E-notification:

Recommended!

- If you would like to receive an email or text message regarding your application, file **Form G-1145**.
- Available at www.uscis.gov
- Complete the bottom section of page 1 of Form G-1145, as shown.
- Paperclip it to the first page of your OPT application.



e-Notification of Application/Petition Acceptance
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form G-1145
OMB No. 1615-0109
Expires 09/30/2016

What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receiving your immigration form.

ROUTINE USES: The information provide on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File (A-File) and Central Index System (CIS), which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 3 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue, NW, Washington, DC 20529-2140. OMB No. 1615-0109. **Do not mail your completed Form G-1145 to this address.**

Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name SANCHEZ	Applicant/Petitioner Full First Name Pandora	Applicant/Petitioner Full Middle Name
E-mail Address sanchezpandora@usmail.net		Mobile Phone Number (Text Message) +1 (122) 334-5678

Form G-1145 09/15/14 Y Page 1 of 1

Preparing OPT Documentation: \$ Fee

- Fee is non-refundable.
- Do not abbreviate.
- Cashier's checks or money orders are acceptable and should include the same information as sample personal check below.

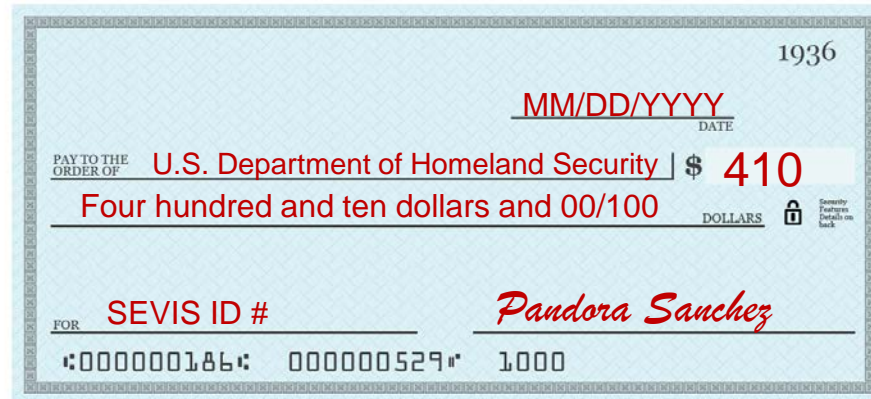


Photo source: www.psdgraphics.com

Preparing OPT Documentation: Photos

- Photos must be 2" x 2" and taken within 30 days
- Photos must meet U.S. passport photo requirements
- For photo specifications, visit:
<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos/photo-composition-template.html>
- Handwrite in pencil or a thin permanent marker on back of each photo:
 - ▣ last name, first name
 - ▣ SEVIS ID (located in the top section of your I-20, beginning with the letter N)

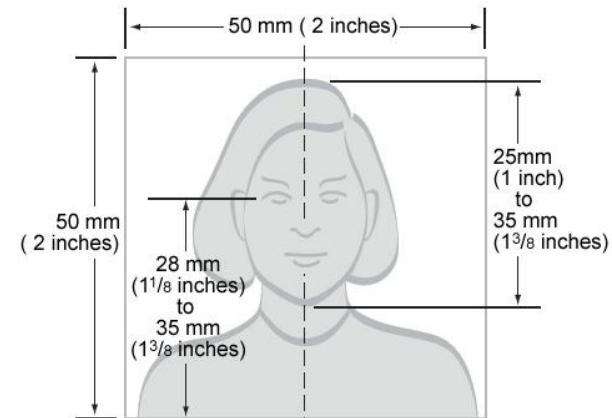


Photo source: cotonou.usembassy.gov

Note: USCIS does not accept damaged photos!
Don't press too hard when writing on back of photos!

Preparing OPT Documentation: Photos (Continued)

Obtain your photos at any of the businesses below; click on the link and type in your zip code to find the nearest location.

- U.S. Post Office (at <https://tools.usps.com/go/POLocatorAction.action>)
Choose “passports” under “location types” when searching for the closest USPS.
- Costco (at <http://www.costco.com/warehouse-locations?langId=-1&storeId=10301&catalogId=10701>)
- Walgreens (at <http://www.walgreens.com/storelocator/find.jsp>)
- FedEx (at <http://local.fedex.com/nv/reno/>)

Mailing the OPT Documentation

- **Make a copy of your OPT documents** for you to keep.
- Mail your OPT documents to either address, depending on how fast you would like USCIS to receive your application:

IMPORTANT NOTE

If your address on the I-765 is NOT in Nevada, please contact TMCC International Student Services. The OPT application may have to be mailed to a different USCIS address.

Standard U.S. Postal Service (USPS):

Choose a tracking option:

USCIS
P.O. Box 21281
Phoenix, AZ 85036



Photo source: www.sodahead.com

For Express Mail and Courier Deliveries:

USCIS
Attn: NFB AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034



Photo source: www.Logostage.com

Photo source: www.lerablog.org

STEP 3: Receiving the EAD Card From USCIS

1. Notice of Action or I-797

2. Request for Evidence

3. EAD Card

4. OPT Responsibilities

I-797: Notice of Action

□ I-797: “Notice of Action”

- Expect to receive a Notice of Action within 2-4 weeks of mailing your OPT application to USCIS.
- This is a very important document that cannot be replaced, so keep it in a safe place.
- With the Notice of Action you can inquire about the status of your OPT application, and it serves as proof of your OPT application until receipt of the EAD card.

□ Important information on Your I-797:

- **WAC #:** USCIS case number for your OPT application. It is a good idea to check the status of your OPT application (at <https://egov.uscis.gov/casestatus/landing.do>).
- **Receipt Date:** refers to the date USCIS began processing your application.
- **Address Information:** verify that all information is correct; *if incorrect, contact TMCC International Student Services right away!*

Request for Evidence (RFE)

- If there are errors or omissions in the OPT application, USCIS may issue an RFE.
- The RFE will explain the required additional documents and provide return mailing instructions.
- *Contact your International Student Advisor if you receive an RFE!*
- Use the USCIS return envelope and submit all required documents by the deadline in the RFE.

OPT Responsibilities

**1. OPT
Reporting
Requirements**

**2. OPT
Employment
Types**

**3. Traveling
Internationally**

**4. F-1 Visa
Renewal**

OPT Reporting Requirements

- You are required to **report to TMCC the following within 10 days** of any change:
 - ▣ Residential or Mailing Address
 - ▣ Email Address
 - ▣ Legal Name
 - ▣ Employment/Unemployment Status
 - ▣ Employer Name and Address
 - ▣ Permanent Departure from the U.S.
- **Report changes via email to international@tmcc.edu**
- TMCC will then reflect changes in the SEVIS System.

Optional: OPT Portal Reporting

- On March 23, 2018, SEVP launched the SEVP Portal, an optional reporting tool that allows you to do the following:
 - Update physical home address
 - Update mailing address
 - Update telephone number
 - View OPT employment authorizations
 - Add or delete employers
 - Edit employment information

- **We prefer that you still continue to follow OPT reporting requirements (see *previous slide*) and report all required changes within 10 days to International Student Services.**

OPT Reporting (Continued)

Email information in the following format:

- **Address Reporting:**

- Complete the TMCC Student Address Change Form (at <http://www.tmcc.edu/international-student-services/downloads/>) and email as an attachment to international@tmcc.edu

- **Employment Reporting:**

- Employed:

- Employer Name
- Employment Dates: (MM/DD/YYYY-MM/DD/YYYY)
- Employer Address: (Street, City, Zip Code and State)

- Unemployed:

- I am currently unemployed, as of MM/DD/YYYY

Example:

Reno Graphics

01/02/2016-12/31/2016

123 Wild Mustang Road

Reno, NV 89519

TMCC does not need copies of your employment contracts; keep them for your records.

Eligible OPT Employment

- You need to work a minimum of 20 hours per week (20 hours per week in a month's time if weekly employment is variable).
- The work can be paid or unpaid in your field of study at the appropriate degree level, as indicated on your TMCC I-20.
- For a complete list of eligible OPT employment types, refer to the latest OPT Policy Guidance (at http://www.ice.gov/doclib/sevis/pdf/opt_policy_guidance_042010.pdf), *section 7.2.1*

Unemployment

- ❑ 90-day maximum of unemployment during 12 months of OPT.
- ❑ The 90-day clock starts on the effective date printed on the EAD.
- ❑ Counted as calendar days, NOT working days.
- ❑ Keep track of your unemployment days!
- ❑ Days of unemployment prior to the EAD dates do not count towards the 90-day maximum.
- ❑ There is no 60-day grace period if 90-day maximum of unemployment is reached.



Contact TMCC International Student Services if nearing 90-day maximum of unemployment.

Employment Suggestions

- **Start** the job search **early**, but remember that you are only eligible for employment (paid/unpaid) once you have received the EAD card, starting on the effective date printed on the EAD.
- If securing a paid job is difficult, search for an unpaid position.
- Verify with employer's Human Resources that unpaid position (e.g. volunteer, unpaid intern, etc.) does not violate U.S. Labor laws (at <http://www.dol.gov/>). **Labor laws** vary by state.
- Always obtain an **employment verification letter**, especially for unpaid positions, on company letterhead to confirm:
 - dates of employment, number of hours per week employed, position title, supervisor's name and contact information.

Tip:

Use TMCC's Career Center
(at <http://www.tmcc.edu/career-center/>)
for assistance with the job
search, resume writing,
interviewing and more!

International Travel on OPT

- Traveling internationally during OPT is possible, as long as you continue to maintain F-1 status. Refer to the table below for common travel situations and the documents required for re-entry to the U.S. for each scenario.
- Prior to traveling abroad on OPT, TMCC recommends scheduling an appointment with TMCC International Student Services.

Documents	Before TMCC Program Completion & Before EAD Issuance	After TMCC Program Completion & Before EAD Issuance <i>(higher risk = least recommended)</i>	After TMCC Program Completion & After EAD Issuance
Valid passport*	X	X	X
Valid F-1 Visa**	X	X	X
OPT I-20 signed for travel in the last 6 months by TMCC International Student Advisor	X	X	X
TMCC Enrollment Verification	X		
Proof of Financial Support	X	X	X
I-797: Notice of Action		X	
Employment offer or verification letter on company letterhead		X	X
EAD Card			X

*Passport should be valid for 6 months into the future at all times.

**Your F-1 visa is valid until the expiration date on the F-1 visa stamp. Citizens of certain countries may be exempt from the visa requirement.

International Travel on OPT (Continued)

- Avoid the following risky travel situations and contact TMCC International Student Services if you're concerned about traveling outside the U.S. on OPT.
- **TMCC recommends against international travel in the following situations:**
 - at the very end of your OPT period
 - after TMCC program completion and before receipt of your EAD card
 - absence from the U.S. for long periods of time during OPT
 - time spent outside the U.S. on OPT while unemployed counts towards the 90-day maximum
 - if employed, authorized dates of travel must be in writing on company letterhead

F-1 Visa Renewal on OPT

- If you are traveling outside the U.S. and your F-1 visa has expired, you must renew your F-1 visa for re-entry to the U.S.
- Renewing your F-1 visa at the end of your OPT period is not recommended. *If you are in this situation, contact TMCC International Student Services.*
- Take the following documents with you for your F-1 visa renewal to the local U.S. Embassy/Consulate:
 - Valid passport (must be valid for 6 months into the future)
 - Valid I-20 signed for travel by TMCC within the last 6 months
 - EAD Card
 - Job offer or verification letter (include authorized dates of personal or business travel) in major field of study, on company letterhead
 - Evidence of sufficient funds to cover living expenses (follow embassy/consulate's guidelines for acceptable forms of financial documents). For more information, visit <http://www.travel.state.gov/content/visas/en.html>

60-Day Grace Period

- If you maintained your F-1 status on OPT, you automatically have a 60-day grace period following your OPT (counts from EAD expiration date).
- During this time you may:
 - transfer to a SEVIS-approved school (OPT benefit ends on SEVIS release date)
 - change your immigration status (OPT benefit ends when new immigration status begins)
 - prepare for departure from the U.S.
- If you plan to leave the U.S., report your departure to TMCC International Student Services at international@tmcc.edu
- If you plan to transfer to another SEVIS-approved school or change your immigration status, plan ahead and contact TMCC International Student Services at international@tmcc.edu

IMPORTANT REMINDERS:

- You do not qualify for a 60-day grace period if you have exceeded the 90-day maximum of unemployment.
 - You may not leave and re-enter the U.S. during your grace period.

School Transfer or Change of Status

- If you get accepted to a new SEVIS-approved school during your OPT:
 - ▣ Contact TMCC to have your SEVIS record transferred to the new school
 - ▣ Your OPT benefit ends on the SEVIS release date, when your record is transferred to the new school
- If you apply for a change of status from F-1 to a new immigration status, your OPT benefit ends on the day the new immigration status takes effect.

OPT Reminders

- **OPT Application Timeline:**
 - Don't apply for OPT in the last minute! Approximate USCIS processing time is 3 months, and you cannot begin OPT without your EAD.
- **After you Receive Your EAD:**
 - Email us a copy of your EAD card so we can update the SEVIS System, if necessary.
- **Required OPT Reporting:**
 - Always email us at international@tmcc.edu within 10 days of any changes in your employment, address, or immigration status.
 - Stay within the 90-day maximum of unemployment.
- **Post-OPT Planning:**
 - Contact us in advance if you plan to transfer to another SEVIS-approved school in the U.S., change your immigration status from F-1, or if you are leaving the U.S. permanently.

Maintaining your F-1 status is your responsibility, but TMCC is here to help. Contact us at any time if you have any questions.

Frequently Asked Questions

- **Question:** I expected to graduate from TMCC in Fall Semester but just found out that I will have to retake a course during Spring Semester. I have already applied for OPT based on my Fall completion. Can I still continue my OPT?
- **Answer:** First, TMCC will have to extend your program end date to your newly expected program completion date in SEVIS. TMCC will then issue a new I-20 for you for the program extension. While you are completing your program at TMCC, you will be limited to part-time employment on OPT, and you will still be subject to the 90-day maximum of unemployment.
- **Question:** I have already mailed out my OPT application and just found out that I got a job. My employer wants me to start working as soon as possible. Can I change my OPT start date?
- **Answer:** After you mail out your OPT application, it is very difficult to change your OPT start date. You may risk losing the OPT application fee and losing OPT time by requesting a change in your OPT start date. After your OPT request has been processed by USCIS, your OPT start date cannot be changed. Communicate your OPT situation to your employer or contact International Student Services so we can explain your situation to your prospective employer on your behalf.
- **Question:** Can I work for our family business while on OPT?
- **Answer:** You can work for the family business, but you must work at least 20 hours per week, your job duties must be related to your TMCC major field of study and the work must be at the appropriate degree level. Any paid or unpaid work at the family business must be during your authorized OPT period with your EAD card. Make sure to document the work: have the family business provide a job offer or verification letter that includes your job title, job description, dates of employment, and supervisor's name and contact information.

Glossary

- **SEVIS System:** the U.S. government's database for tracking F-1 international students. Your information in SEVIS, which is identified by the SEVIS ID number located at the top of your I-20, must always be up-to-date.
- **OPT:** Optional Practical Training or OPT is an employment benefit of the F-1 status, authorized by USCIS.
- **Post-completion OPT:** OPT that begins after you complete your academic program at TMCC.
- **Program completion:** the last day of instruction in the semester when you complete all your degree requirements at TMCC.
- **USCIS:** U.S. Citizenship and Immigration Services or USCIS is the office that handles immigration issues in the U.S.
- **EAD Card:** the Employment Authorization Document or EAD is your license to work on OPT.
- **I-94:** 11-digit number that serves as proof of your U.S. arrival/departure, recorded either electronically or in a hard copy format.
- **I-765:** USCIS application form to apply for an EAD.
- **G-1145:** USCIS form (optional) to include with your OPT application if you want to receive an e-mail/text about the status of your application.
- **RFE:** you may receive a Request for Evidence (i.e. detailed letter) or RFE from USCIS after you have applied for OPT if USCIS considers your OPT application incomplete.
- **SSN:** the Social Security Number or SSN is a 9-digit number that helps the U.S. government track the money you earn in the U.S. A Social Security number is required for employment in the U.S., but you only qualify for a SSN once you have received an official employment offer.

Contact Us

TMCC International Student Services

Email us at international@tmcc.edu

Call us at 775-337-5605

QUESTIONS?