

Attached is your I-765 Application for Employment Authorization and new I-20. Please do the following:

- Review your documents carefully for accuracy.
- Sign the bottom of page 1 of your new I-20. Make a copy of all 3 pages and include it in your OPT application to USCIS.
- Make a copy of the complete application for your records and keep it in a safe place.

*Graduate students continuing on-campus employment: Graduate students must provide a copy of their updated I-20 to their graduate coordinator so the on-campus employment authorization can be updated.

MAILING YOUR OPT APPLICATION

Use the attached OPT Mailing Worksheet to review the USCIS mailing date requirements and to determine your personal mailing window.

Mail the following items to the USCIS address listed below:

- | | |
|--|--|
| <input type="checkbox"/> Application fee
(\$410 check or money order made out to the U.S Department of Homeland Security or Form G-1450 if paying by Credit Card) | <input type="checkbox"/> Form G-1145 |
| <input type="checkbox"/> Two U.S. style passport photos
(taken within the past 30 days) | <input type="checkbox"/> Copy of updated OPT I-20 |
| <input type="checkbox"/> Original Form I-765 | <input type="checkbox"/> Copy of all previous CPT/OPT I-20s issued |
| | <input type="checkbox"/> Copy of most recent I-94 |
| | <input type="checkbox"/> Copy of passport information page |
| | <input type="checkbox"/> Copy of most recent U.S. F-1 visa |

When mailing your OPT application, you can use either the U.S. Postal Delivery Service or a third-party mailing service. Pay close attention to the correct address depending on the service you choose:

If you're using USPS, use this address:

U.S. Postal Delivery (USPS):

U.S. Citizenship and Immigration Services
P.O. Box 21281
Phoenix, AZ 85036

If you're using a third party, use this address:

Third Party Mailing (UPS, DHL, FedEx):

U.S. Citizenship and Immigration Services
Attn: NFB AOS
1820 E. Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

NOTE: If you listed a mailing address outside of California on your form I-765, you may have to mail your application to a different USCIS location. Check this list to verify:

<https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities>

TRACKING YOUR APPLICATION STATUS

USCIS will notify you via text or email after they accept your application (G-1145 submission is required for this service). This message will display your receipt number and tell you how to get updated case status information. You will be mailed a receipt notice within 10 days after your application has been accepted; use this notice as proof of your pending application. Be sure to retain a copy of your receipt notice for your records. You can track your case status by entering your receipt number at <https://egov.uscis.gov/casestatus/landing.do>.

EAD APPROVAL

Once you receive your EAD card, your employer will request a copy for their records to verify your eligibility to work in the U.S. OISS also asks that you please send a copy of your EAD card; please email it to sa-oiss@ucsb.edu.

EMPLOYMENT REQUIREMENTS WHILE ON OPT

During post-completion OPT, F-1 status is dependent upon employment. Students may not exceed an aggregate of 90 days of unemployment during the post-completion OPT period. **Exceeding the 90-day period of unemployment or not reporting your employment will result in the termination of your SEVIS record.**

The following types of employment allowed are:

- **Paid employment:** Students must work 20 hours or more per week. Students may work in paid positions such as multiple employers, short-term multiple employers (performing artists), work for hire, self-employed business owner, or employment through an agency. However, all employment must be related to the degree program listed on your I-20.
- **Unpaid employment:** Students may work as volunteers or unpaid interns, where this doesn't violate US labor laws. The work must be at least 20 hours per week for students on post-completion OPT. All employment must be related to the degree program listed on your I-20.

If requested by the US Department of Homeland Security, students must be prepared to provide evidence of employment. Therefore, it is in the best interest of the student to maintain evidence, for each job, of the position held, proof of the duration of that employment, the job title, pay stubs, contact information for the student's supervisor or manager, and a description of the work. For unpaid positions, it's suggested that you log your hours and have your supervisor sign the log bi-monthly or monthly.

REPORTING REQUIREMENTS WHILE ON OPT

You will continue to be in F-1 status so you must report any of the following within 10 days of the change occurring:

- Name change
- Address change
- Employer or location of employment change
- Interruptions in employment
- Early completion of OPT – submit [Student Completion Form](#) to OISS
- Enrollment in a new degree program or transfer to another academic program – submit [Transfer Out Form](#) to OISS
- Decision to return home permanently - submit [Student Completion Form](#) to OISS

You will receive an email from SEVP prompting you to make an account and report information using the SEVP Portal. Once this is done, please email sa-oiss@ucsb.edu so that we can print you a new updated I-20.

TRAVEL OUTSIDE THE US AND RE-ENTRY

Students on OPT are still in F-1 student status. To re-enter the US, you must have:

- Current passport that is valid up to six months after re-entry date
- Valid F-1 visa
- Current I-20 with valid travel signature on page 2
- Original EAD card
- Original job offer letter or verification of employment from employer on company letterhead

In addition, students with expired visas may find it difficult to renew their F-1 visa for practical training purposes. Students on OPT are advised to plan carefully before leaving the US. If you have any questions, please contact OISS at sa-oiss@ucsb.edu or 805-893-2929.

STEM OPT EXTENSION REQUESTS

If you received your degree in certain STEM fields ([as designated by the government](#)), you may be eligible for a 24-month extension of Post-Completion OPT beyond your current 12-month OPT period. The 24-month STEM Extension OPT is approved by the U.S. Citizenship and Immigration Services (USCIS). [A comprehensive list of STEM majors is available here.](#)

Eligible students must apply for their 24-month extension within 90 days of the end date of their Post-Completion OPT. It is highly recommended that you submit your request to OISS via sa-oiss@ucsb.edu as soon as possible.

Please note that OISS does not make the determination about what degrees are eligible. The Department of Homeland Security uses the Department of Education CIP code (printed on your I-20 after your major) to determine your eligibility. Eligible STEM fields fall within the two-digit series containing engineering (CIP code 14), biological sciences (CIP code 26), mathematics (CIP code 27), physical sciences (CIP code 40) or a related field.