


12 Month Optional Practical Training Tutorial

Congratulations on graduating from UC Santa Barbara!

What is OPT?

- Authorization given by USCIS to work up to 12 months in a field directly related to your degree 
- Employment must be full-time (more than 20 hours a week).
- Employment must be commensurate with degree level.
 - For example, if you received a Master's degree, then you should apply for a job where a Master's is strongly desired.
- During OPT, you are still an F-1 student and your status is monitored by OISS.

Am I Eligible to Apply?

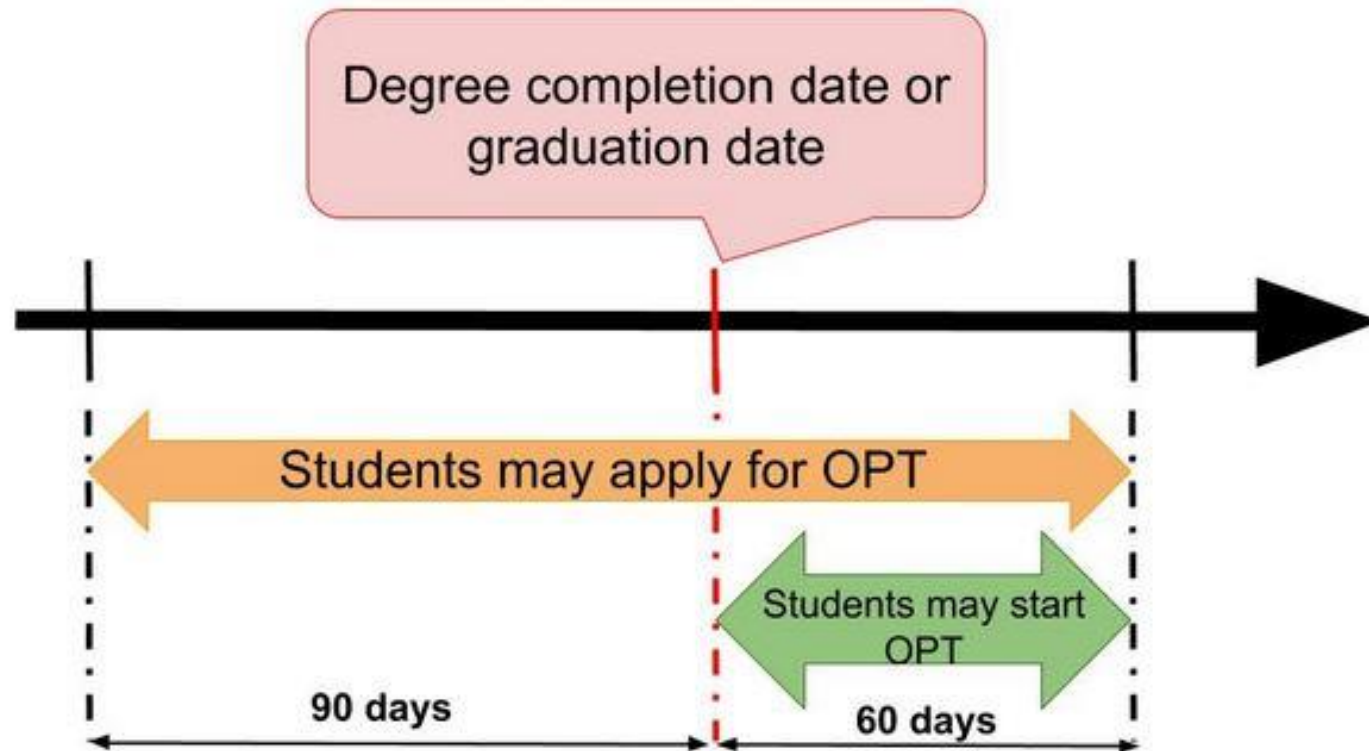
- Must be in valid F-1 status at the time of application
- Completed 1 full academic year (3 consecutive quarters at UCSB).
- Have not been approved for OPT at current education level
- Have not completed one year (365 days) of full time Curricular Practical Training (CPT)

Timeline

- Allowed to apply 90 days before the end of your program
- It takes 10 business days for OISS to process your application
- On average, USCIS takes 90-120 days to review and approve your application. OISS cannot request expedited review of your application.
 - It is possible that it will take USCIS less than or more than 90-120 days to approve your OPT application.
- OPT start date must fall within the 60 day grace period following completion of program.
- 60 day grace period allowed after successful completion of OPT.

Timeline

OPT Application Timeline



What Should I Provide to OISS to Apply For OPT

- OISS OPT Request Form
 - <http://oiss.sa.ucsb.edu/forms>
- Form I-765
 - <https://www.uscis.gov/i-765>
- Most recent I-94
 - <https://i94.cbp.dhs.gov/I94/#/home>
- G-1145
 - <https://www.uscis.gov/g-1145>
- OISS Processing Fee Receipt
 - http://oiss.sa.ucsb.edu/payment/OPT/OPT_Payment

OPT Request Form

How do I fill it in?

Requested OPT Start Date

UC SANTA BARBARA
Office of International
Students & Scholars

OPT APPLICATION FORM
Processing Time: 10 business days
For use by F-1 Students
Updated 10/21/2019

12-MONTH OPTIONAL PRACTICAL TRAINING (OPT) REQUEST FORM

Optional Practical Training (OPT) is a type of employment authorization that allows a 12-month period of employment for F-1 students in their major field of study.

Family Name: _____ First Name: _____
PERM #: _____ Major: _____ Level of Study: _____
Phone: _____ **Personal (non-UCSB) E-mail*:** _____

*NOTE: OISS will enter this e-mail into SEVIS as your primary contact e-mail during OPT.
This is also the e-mail address you will use to log in to SEVP Portal to update your OPT employer info.

Requested OPT start date: _____
(Must fall within 60-day grace period following graduation date)

Have you studied in the U.S. continuously for at least one full academic year? Yes No
I understand and will comply with the responsibilities required for maintaining F-1 status during my period of OPT authorization, which include: obtaining employment in a field related to my major field of study within 90 days of my OPT start date, updating my employment and living address in my SEVP Portal within 10 days of the change.

Student Signature: _____ Date: _____

ACADEMIC ADVISOR CERTIFICATION

College Advisor (Undergraduates):
Undergraduate Expected Graduation Date: ____/____/____ (MM/DD/YYYY)

For Graduate Student Advisors
Date of Defense or Final Exam: _____
(The I-20 will be shortened to this date. Graduate students CANNOT be employed on or off campus beyond this date until OPT authorization has been approved.)
The Above student has fulfilled all formal degree requirements for his/her final degree milestone except for the following:
• Final Examination and/or filing of doctoral dissertation or DMA supporting documents (all research and substantial draft must be completed) OR
• Final Examination and/or filing of master's thesis (all research and substantial draft must be completed) OR Completion of master's comprehensive exam or project

I recommend that this student engage in practical training related to their field of study.

Advisor Signature: _____ Date: _____
Name: _____ Phone: _____ Email: _____

OISS | 3130 Student Resource Building | (805) 893-2929 | oiss@sa.ucsb.edu | www.oiss.ucsb.edu

UCSB

Requested OPT start date: _____
(Must fall within 60-day grace period following graduation date)

Your proposed practical training start date should be within 60 days of your end date. For example, if your program end date is June 30, your start date should be within 60 days of that date.

Your program end date is your expected graduation date.

You **cannot work** beyond the expected graduation date. You must wait until you receive your EAD card.

Who Should Sign the OPT Request Form?

Academic Advisor Certification:

College Advisor (Undergraduates)

Undergraduate Expected Graduation Date: ____/____/____ (MM/DD/YYYY)

For Graduate Student Advisors

Date of Defense or Final Exam: _____ (The I-20 will be shortened to this date.

Graduate students CANNOT be employed on or off campus beyond this date until OPT authorization is approved)

The Above student has fulfilled all formal degree requirements for his/her final degree milestone except for the following:

- Final Examination and/or filing of doctoral dissertation or DMA supporting documents (all research and substantial draft must be completed) OR
- Final Examination and/or filing of master's thesis (all research and substantial draft must be completed) OR Completion of master's comprehensive exam or project

I recommend that this student engage in practical training related to their field of study.

Advisor Signature: _____ Date: _____

Name: _____ Phone: _____ Email: _____

Undergraduate

- Must be signed by an advisor in the College of Letters and Science, Engineering, or Creative Studies

Graduate

- Must be signed by a graduate student advisor or faculty member

Who Should Sign the OPT Request Form?

Your advisor must complete the Advisor Certification portion of the request form, including the expected program completion date.

Academic Advisor Certification:

College Advisor (Undergraduates)

Undergraduate Expected Graduation Date: ____/____/____ (MM/DD/YYYY)

For Graduate Student Advisors

Date of Defense or Final Exam: _____ (The I-20 will be shortened to this date.

Graduate students CANNOT be employed on or off campus beyond this date until OPT authorization is approved)

The Above student has fulfilled all formal degree requirements for his/her final degree milestone except for the following:

- Final Examination and/or filing of doctoral dissertation or DMA supporting documents (all research and substantial draft must be completed) OR
- Final Examination and/or filing of master's thesis (all research and substantial draft must be completed) OR Completion of master's comprehensive exam or project

I recommend that this student engage in practical training related to their field of study.

Advisor Signature: _____ Date: _____

Name: _____ Phone: _____ Email: _____

Program completion date:
For undergraduates, this is the last day of the quarter you will graduate.

Advisor Signature
Undergraduates : **College Advisor**
Graduates : **Academic Department**

Form I-765

How do I fill it in?

Note About the Form I-765

Please note that the guidance provided within this tutorial is an interpretation of the instructions published within the USCIS Instructions for Form I-765. The information provided in this tutorial is a supplement that we have created to answer any questions that may arise while completing the Form I-765. We urge all students to also review the guidance provided by USCIS: <https://www.uscis.gov/i-765>.

Page 1 : Reason for Applying and Legal Name

All information must be typed on a computer!

The I-765 must be printed single sided!

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

Part 1. Reason for Applying

I am applying for (select **only one** box):

- 1.a. Initial permission to accept employment.
- 1.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.
- NOTE:** Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.
- 1.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Enter your name exactly as it appears on the biographical page of your passport.

Part 2. Information About You

Your Full Legal Name

- 1.a. Family Name (Last Name)
- 1.b. Given Name (First Name)
- 1.c. Middle Name

Page 2: Mailing & Physical Address

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.

Use a mailing address where you know you can receive mail for **at least 6 months after submitting your application**. If you are using a friend or family address, you will type their name in the "In Care of Name" field.

Your mailing address may **not** be the same as your physical address (if you are using a friend or family mailing address). Physical address is where you live in the U.S.

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

Important Information About Mailing Address

It is important to note that the mailing address you indicate on this application is where all your important documents will be mailed. This includes your Employment Authorization Document (EAD Card) and Social Security Card (if you chose to receive one). If you are using your current mailing address, please make sure that you are staying in that home for at least 6 months after submitting your application to USCIS.

If you are using a friend or family member's mailing address, you will want a trusted individual who will look out for your important mail! They should write your name on a card taped to the inside of the mailbox so the mail carrier sees you can receive mail at their home.

Not sure about your future mailing address? You may want to look at a Post Office (PO) Box. For example, you can reserve a PO Box through USPS:
<https://www.usps.com/manage/po-boxes.htm>

Page 2: Other Information

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.**

- 8./9. If you do NOT have an alien registration number or a USCIS Online Account Number, leave these blank
- 12. Only select yes if you have done OPT or applied for an EAD card in the past.
- 13.a. Only select “Yes” if you have ever been issued a Social Security Card and enter your SSN number in 13b.
- 14. Select “Yes” if you need a Social Security Number (SSN). Select “No” if you already have one.
- 15. Select “Yes” if you need an SSN. Skip if you have an SSN,

- 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.**

Page 2: Parent Information

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

Fill this out only if you need a Social Security Number

List all countries of which you are a citizen

Page 3: Information About Last Arrival

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-

- 21.a. Enter your I-94 Admission Record Number. Your most recent I-94 can be obtained at <https://i94.cbp.dhs.gov/I94/#/home>
- 21.b. Enter your most recently issued passport number. If you last entered the U.S. using an older passport, you should still enter your newest passport number.
- 21.e./22. Please enter the dates in a mm/dd/yyyy format
- 23. Your place of last arrival can be found in your I-94 Travel Record. For example: Los Angeles (LAX)
 - If you received [pre-clearance](#) at an international airport such as Calgary, Vancouver, Dublin, Bahamas, or Abu Dhabi, you should list the International Airport you entered from. For example: Calgary International Airport (CLG)
- 26. Your SEVIS Number can be found on the top left of your I-20

Most Recent I-94

Admission (I-94) Record Number :

Most Recent Date of Entry: 2018 September 16

Class of Admission : F1

Admit Until Date : D/S

Details provided on the I-94 Information form:

Last/Surname :

First (Given) Name :

Birth Date :

Passport Number :

Country of Issuance :

Please check your I-94 and confirm that all of the information is accurate.

**Class of Admission should be F-1.
Admit until Date should be D/S.**

Page 3: Information About Your Eligibility Category

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

The Eligibility Category for all 12-Month OPT Applicants is (c) (3) (B)

Leave these fields blank!

Page 4: Applicant's Signature

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 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.

Do not use your UCSB email. Enter a personal email.

Your signature must not touch any part of the box outline. The signature must be in black ink and cannot be an electronic signature.

Page 7; Part 6. Additional Information

Page 7, Part 6 is used to provide additional information to USCIS. You will use this section to:

- Provide all previously used SEVIS numbers
 - UCSB only has access to SEVIS ID's for UCSB students. If you attended another school under a different SEVIS ID and do not know the number, you may need to contact your previous school for information or documents.
- Provide evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.
 - State whether the CPT was full or part time
 - You will attach copies of the corresponding I-20's / EAD cards to your application. If you no longer have a copy, you may contact OISS or your previous school to request information or documents.

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.

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

3.d.

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

3.d.

What Should I Mail to USCIS:

Preparing your OPT Application

What Should Your Application to USCIS Include?

Your application to USCIS should include the following documents in this exact order:

- Application fee (\$410 check/money order or G-1145 if paying by credit card)
- Two U.S. Style Passport Photos
- Original Form I-765
- Form G-1145
- Copy of updated I-20 with OPT
- Copy of all previous CPT/OPT I-20s and EAD cards if applicable
- Copy of most recent I-94
- Copy of passport information page
- Copy of U.S. F-1 Visa

Check or Money Order

SAMPLE personal check for OPT application

Your Name _____ 1027
Address _____
City, State, Zip _____ **DO NOT ABBREVIATE** mm/dd/yyyy DATE
PAY TO THE ORDER OF U.S. Department of Homeland Security \$ 410.00
Four hundred ten and 00/100 DOLLARS
FOR OPT Application Your signature
⑆22222222⑆ 000 555 1027

- Be sure to make check out to “U.S. Department of Homeland Security.”
- Your name should be written on the top of the check
- Don’t forget to sign the bottom right of the check!

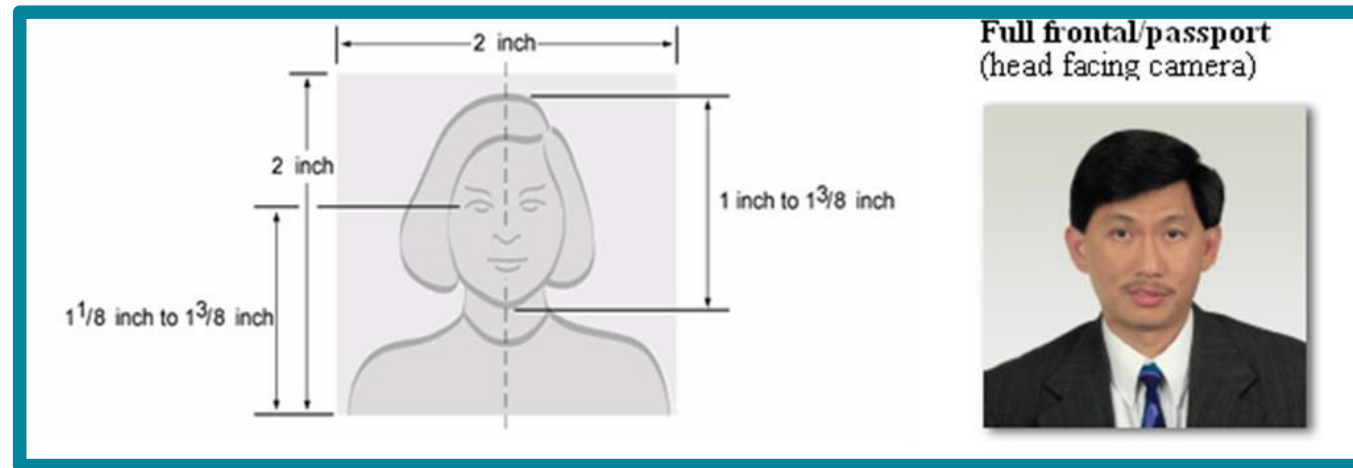
Write your SEVIS ID number in the memo portion of the check!

Credit Card Payment

- If you would rather pay with a credit card, USCIS does offer that option. Please note that they may only try to charge your card one time. If they are unsuccessful they may reject your application.
- It is important that you know your card can be processed in the United States and you have enough money to cover the full \$410.
- You must include a [G-1450](#) in your application. Make sure you read the instructions carefully. Do NOT send your physical card in your application.
- <https://www.uscis.gov/forms/fingerprints/pay-a-credit-card>

U.S. Style Passport Photographs

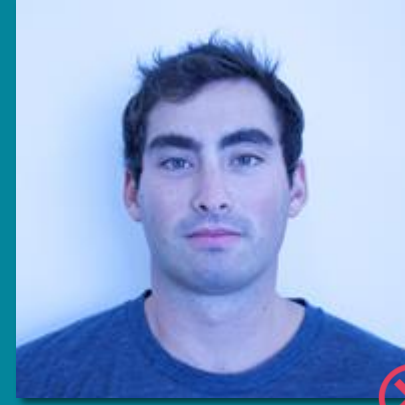
- Two identical passport photographs
- Meet [U.S. standards](#) (2 inches x 2 inches)
- Photo of applicant only
- Taken within 30 days of application – do not use old photos!
- May not wear glasses in the photo
- VERY lightly print your name on the back of each (damaged photos will not be accepted by USCIS)




Acceptable Photos



Not Acceptable Photos



G-1145

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

USCIS
Form G-1145

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 provided 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 - [Benefit 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.

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

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name
Email Address		Mobile Phone Number (Text Message)

Form G-1145 09/26/14 Y Page 1 of 1

- The G-1145 is used to request electronic notifications about your OPT application to your email and phone number.

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

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name
Email Address		Mobile Phone Number (Text Message)



Be sure to use your personal email address, not your UCSB school email address.

After Mailing Your OPT Application to USCIS

What Should I Do?

Pending EAD Approval

- Patience is your best friend!
- You are still in F-1 student status.
- You are allowed (and strongly recommended) to stay in the United States while your OPT application is pending.
- It may take 90 – 120 days for USCIS to approve your EAD.
- You may check the status of your application at <https://egov.uscis.gov/casestatus/landing.do>
- You cannot work while you wait for approval; you are on are forced vacation!
- If your expected program completion date is delayed, you may lose time authorized for OPT. Please see OISS immediately if your graduation will be delated!

I-797 Receipt Notice

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

I-797, Notice of Action

THE UNITED STATES OF AMERICA

RECEIPT NUMBER WDC-08-105-████	PRIORITY DATE	CASE TYPE I765
RECEIVED DATE March 3, 2008	APPLICANT ██████████	APPLICATION FOR EMPLOYMENT AUTHORIZATION
NOTICE DATE March 4, 2008	PAGE 1 of 1	

8540 COSTA VERDE BLVD █████
SAN DIEGO CA 92122

Notice Type: Receipt Notice
Amount received: \$ 340.00
Class requested: C031

Receipt Notice. This notice confirms that USCIS received your application or petition ("this case") as shown above. If any of the above information is incorrect, please immediately call 800-375-5283 to let us know. This will help avoid future problems.

This notice does not grant any immigration status or benefit. It is not even evidence that this case is still pending. It only shows that the application or petition was filed on the date shown.

Processing time - Processing times vary by kind of case. You can check our website at www.uscis.gov for our current "processing times" for this kind of case at the particular office to which this case is or becomes assigned. On our website "case status online" page, you can also view status or sign up to receive free e-mail updates as we complete key processing steps on this case. During most of the time this case is pending, however, our systems will show only that the case has been received, and the processing status will not have changed, because we will be working on other cases that were filed earlier than this one. We will notify you by mail, and show in our systems, when we make a decision on this case or if we need something from you. If you do not receive an initial decision or update from us within our current processing time, check our website or call 800-375-5283. Please save this notice, and any other notice we send you about this case, and please make and keep a copy of any papers you send us by any means, along with any proof of delivery to us. Please have all these papers with you if you contact us about this case.


If this case is an I-130 Petition - Filing and approval of a Form I-130, petition for Alien Relative, is only the first step in helping a relative immigrate to the United States. The beneficiaries of a petition must wait until a visa number is available before they can take the next step to apply for an immigrant visa or adjustment of status to lawful permanent residence. To best allocate resources, USCIS may wait to process forms I-130 until closer to the time when a visa number will become available, which may be years after the petition was filed. Nevertheless, USCIS processes form I-130 in time not to delay relatives ability to take the next step toward permanent residence once a visa number does become available. If, before final action on the petition, you decide to withdraw your petition, your family relationship with the beneficiary ends, or you become a U.S. citizen, call 800-375-5283.

Applications requiring biometrics - In some types of cases USCIS requires biometrics. In such cases, USCIS will send you a SEPARATE appointment notice with a specific date, time and place for you to go to a USCIS Application Support Center (ASC) for biometric processing. You must WAIT for that separate appointment notice and take it (NOT this receipt notice) to your ASC appointment along with your photo identification. Acceptable kinds of photo identification are: a passport or national photo identification issued by your country, a drivers license, a military photo identification, or a state-issued photo identification card. If you receive more than one ASC appointment notice, even for different cases, take them both to the first appointment.

If your address changes - If your mailing address changes while your case is pending, call 800-375-5283 or use the "Online Change of Address" function on our website. Otherwise, you might not receive notice of our action on this case.

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

U. S. CITIZENSHIP & IMMIGRATION SVC
CALIFORNIA SERVICE CENTER
P. O. BOX 30111
LAGUNA NIGUEL CA 92607-0111
Customer Service Telephone: (800) 375-5283



- The I-797 receipt notice indicates that USCIS has received your OPT application.
- Make note of your receipt number. You can use this to track your application's status at <https://www.uscis.gov/>
- Receipt number will usually start with YSC.

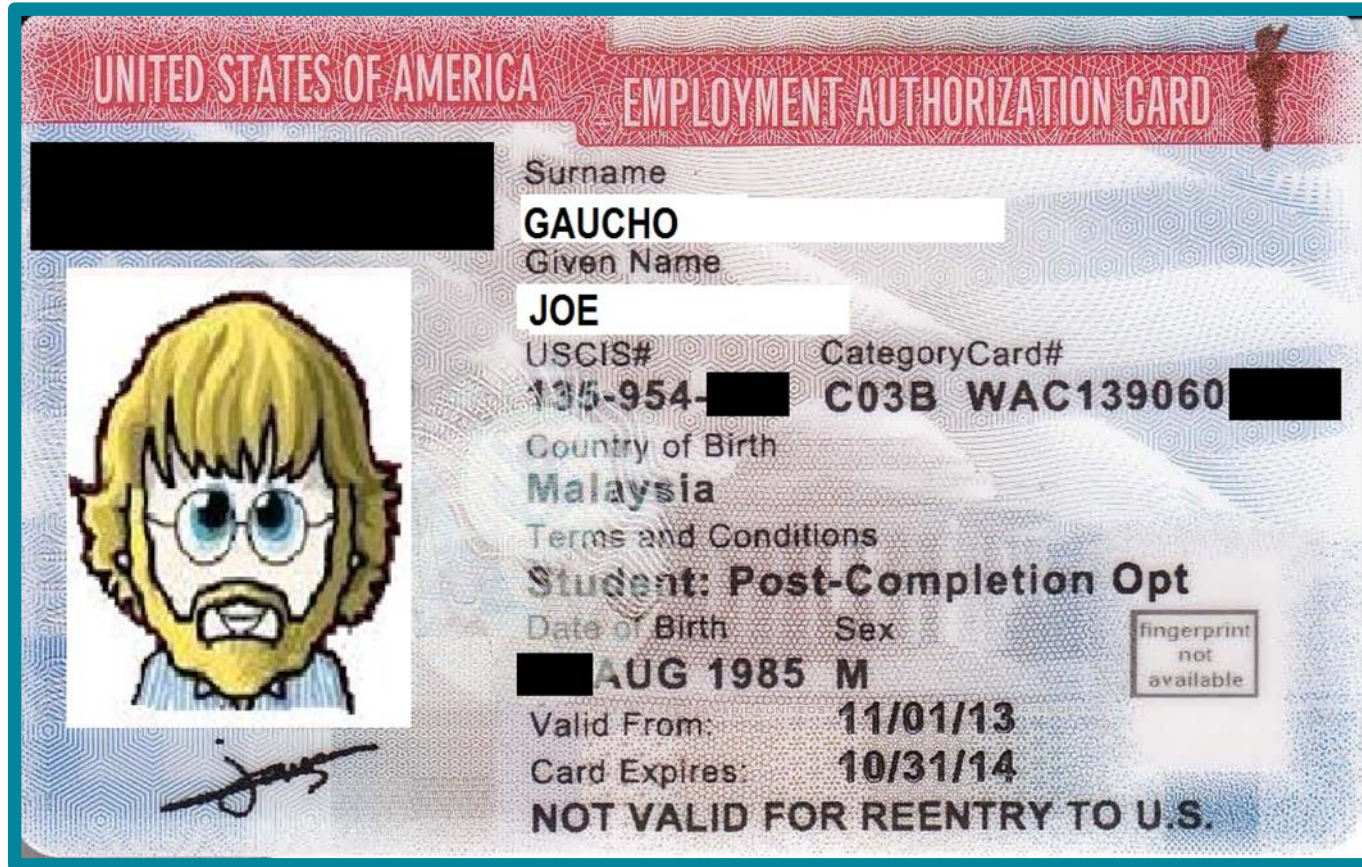
Withdrawing From OPT

- If you want to withdraw your OPT application after submission to USCIS, you must withdraw with a written letter to USCIS.
- Once your EAD has been approved it is not possible to withdraw from OPT. You will have used OPT at your applied education level (Bachelor's, Master's, or Doctorate).
- If you are thinking of withdrawing your OPT, please contact OISS immediately!

EAD Approval

- You will receive an EAD card that will include your valid employment start and end dates.
- You are still on F-1 student status.
- You cannot enroll as a full-time student while on OPT except for classes recreational in nature. Any classes taken while under OPT cannot be applied towards a degree.
- You have an aggregate of 90 days from the start date of the EAD card to find a job. If you do not, you may violate your status.
- If you have not used all 90 days of unemployment, you have a 60 day grace period after your EAD card expires to prepare to go home, transfer to a new school, or apply for a change of visa status.

EAD Card



- Check your EAD card for accuracy!
- Please remember to send a copy of your EAD card to the OISS email!

OPT Reporting Requirements, Employment Regulations, & Applying for the STEM OPT Extension

Requirements for Reporting Employment and Address Updates

- In order to report updates to your address and employment, you will utilize the [SEVP Portal](#). Access to the SEVP Portal is granted upon approval of your OPT application by USCIS. **All reporting is required within 10 days of the change.**
- You will receive an email with instruction on creating a portal account. The email will come from do-not-reply.sevp@ice.dhs.gov. If you do not see the email, email OISS to have the email sent again. You must use your SEVP Portal within 15 days.
- Please note SEVP will never request payment for using the OPT portal. Please report any suspicious activity to OISS.
- Once you have entered your employment information in the SEVP Portal, please send an email to OISS at oiss@sa.ucsb.edu to let us know. We will review the information and issue a new I-20 showing your new OPT employment.
- Additional information regarding the OPT Portal can be found at: <https://studyinthestates.dhs.gov/sevp-portal-help>

Reporting Requirements

You are required to report any of the following directly to OISS:

- Change in name
- Early Completion of OPT
- Enrolling in a new degree program or transfer to another academic program
- Deciding to return home early

Employment Regulations

- Full-time employment is required while on OPT, which is defined as over 20 hours per week.
- Employment can be paid or unpaid
- You may work for multiple employers but all employment must related to your UCSB degree.

Acceptable Types of Employment While On OPT

Full-Time Employer	Most common employment where you work for one company for 40 hours a week.
Multiple Employers	Student allowed to work for multiple employers but all employment <u>must</u> relate to UCSB degree
Multiple short-term employers (gigs for performing artists)	You should maintain a list of all gigs including dates and duration of gig (gigs should add up to over 20 hours per week)
Self-employed	Strongly recommended student work with a lawyer when setting up their own business
Temp agency	Allowed but need to ensure working over 20 hours a week
Unpaid/Internships	Check with the Human Resources department at company before accepting unpaid positions.

Examples of Direct Relationship Between Degree and Employment

- Your OPT Employment must be directly related to the degree you received at UC Santa Barbara.
- It is up to you to explain how your employment is directly related to your degree.
- You can refer to the program learning outcomes for your degree to help explain the relation
 - <https://www.assessment.ucsb.edu/learning-outcomes>

Examples of Direct Relationship Between Degree and Employment

- The following examples are drawn from the Student Exchange Visitor Program's (SEVP) Policy guidance that was published by USCIS.
 - <https://www.ice.gov/doclib/sevis/pdf/optDirectlyRelatedGuidance.pdf>

Bachelor's Degree in Electrical Engineering

- I work full time as an Electrical Engineer at ABC Corp., a government contractor. In my job, I analyze client requirements for electrical systems and provide them with cost estimates of such systems. My work requires understanding of electrical circuit theory, which I studied in-depth at the University of ABC.

Bachelor's Degree in Business

- I work full time as a Loan Officer at a mortgage company, Happy Homes, where I meet with clients and evaluate, authorize and recommend approval of loan applications. On a daily basis, I use the knowledge gained in my credit analysis, sales and marketing classes that I took as part of my major program of study.

Examples of Direct Relationship Between Degree and Employment

Master's Degree in Music

- I am working at a hospital playing the harp in patient rooms. I also conduct hands-on harp beginner workshops for long-term patients. On average, I work at the hospital 35 hours a week. My duties directly utilize the skills and knowledge I acquired from my coursework and degree in music therapy.

PhD in Computer Science

- I am employed as a Computer and Information Research Scientist at ABC Research Institute. I work as part of a team of scientists and engineers that designs experiments to test the operation of various software systems. My work builds on research in complex algorithms and machine learning, which I studied as part of my dissertation.

STEM Extension

- A 24-month OPT extension is possible for graduates with science, technology, engineering, and mathematics (STEM) degrees as long as the following are met:
 - ✓ Degree must be on the current STEM Designated Degree Program List (available at <https://studyinthestates.dhs.gov/eligible-cip-codes-for-the-stem-opt-extension>)
 - ✓ Student's employer must be registered in the E-Verify program (<http://www.uscis.gov/everify>)
 - ✓ Employer must agree to the terms listed on the Form I-983
- Application for 24-month extension must be filed within **90 days before** the expiration date of the current OPT employment authorization.
- Instructions for applying can be found on our [website](#).

Traveling Under OPT

What Documents Do I Need to Carry?

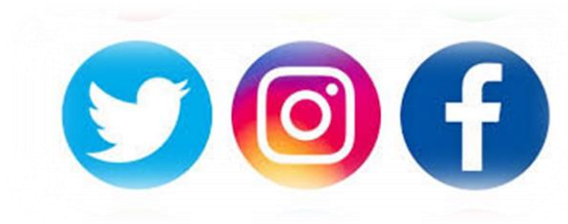
Travel Outside of the United States

- Traveling outside of the United States while your OPT application is being reviewed is strongly discouraged.
- If you need to renew your visa while on OPT, please consult OISS before applying
- Once approved for OPT, you can travel outside the United States with the following:
 - ✓ Passport valid for at least 6 months after the re-entry date
 - ✓ Valid F-1 Visa
 - ✓ Valid OPT I-20 with employer information and travel signature on page 2
 - ✓ Valid EAD card
 - ✓ Job offer or employer verification letter

Stay Connected!

Social Media

- ✓ [Facebook](#)
- ✓ [Instagram](#)
- ✓ [Twitter](#)



Walk-In Advising

- Monday, Tuesday, Thursday, and Friday
 - 10 AM – 12 PM and 1 PM – 4 PM

Email: oiss@sa.ucsb.edu