
OPT Tutorial

Clemson University
International Services

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OPT Tutorial

Please note that this tutorial is for instructional purposes only and that you are still encouraged to physically attend an OPT workshop.

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

Please review the entire tutorial and contact International Services if you have any questions. Additional OPT guidance can be found on our [website](#).

Understanding OPT

- Optional Practical Training (OPT) is defined as “temporary employment for practical training directly related to the student’s major of study.”
- OPT is a benefit of the F-1 visa and is approved by USCIS. USCIS can deny an OPT request if the applicant is found to have violated their status.
- OPT allows the opportunity to apply the knowledge you have acquired in your degree program in a real-life work environment.
- Post-completion OPT can extend your active F-1 record for up to 12 months.
- There are three types of OPT
 - Pre-completion OPT
 - Post-completion OPT
 - STEM OPT

Pre-Completion OPT

For most students, [curricular practical training \(CPT\)](#) can be used. It allows for off-campus work authorization in your current field of study without using any of the 12 months of OPT times.

For more information on pre-completion OPT, please contact International Services.

OPT Eligibility

Students must complete one full academic year to be eligible for OPT. An academic year would be enrollment for consecutive:

- Fall-Spring semesters
- Spring-Fall semesters
- Spring-Summer semesters
- Summer-Fall semesters

F-1 students are eligible for post-completion OPT at each education level higher than the previous degree earned. For example, you cannot participate in post-completion OPT at the Master's level and then complete another Master's degree and participate in post-completion OPT again. You also cannot participate in OPT at the PhD level and then participate at the Master's level.

OPT Eligibility

- If you have used one year or more of full-time curricular practical training (CPT) during your current degree level you do not qualify for OPT.
- Part-time CPT does not count against OPT eligibility.
- Heavy use of part-time or full-time CPT can cause your OPT application to be subject to additional scrutiny. Be prepared to provide evidence of all prior CPT I-20s with your OPT application.

Understanding Your Responsibilities on OPT

- Work must be related to your current field of study.
- You must work a minimum of 20 hours per week.
- You are limited to 90 days of accrued unemployment.

Unemployment

- You are permitted 90 days of unemployment throughout the 12-month OPT authorization period.
- The time between your program end date and your OPT start date does not count as unemployment days.
- Unemployment days begin accruing on the OPT start date listed on your EAD card.

Types of Qualifying Employment

The types of employment allowed during the initial 12-month period of OPT include:

- Paid employment
- Multiple employers
- Work for hire (1099 employment)
- Self-employed business owner
- Employment through an agency
- Unpaid/Volunteer employment

Work Must Be Related to Your Field of Study

- The position, job description, and required skills must align with your current field of study. The burden of proof is on you to demonstrate the relationship between your current field of study and your employment.
- OPT is not just a work authorization; it is a practical training authorization in your current field of study.
- You are eligible to participate in volunteer work or unpaid employment as long as you are meeting the requirements of OPT.
 - It is recommended that you obtain a letter from your supervisor regarding your volunteer agreement.

Students are not required to have a job offer when applying for post-completion OPT. The request is based on program completion, not a specific employer. Students applying for pre-completion OPT and STEM OPT must have a job offer at the time of the request.

When Can I Apply for OPT?

**Up to 90 days before
your program end date**

**No later than 60 days after
your program end date**

AND

Program end date: graduation date, defense date, or coursework completion date

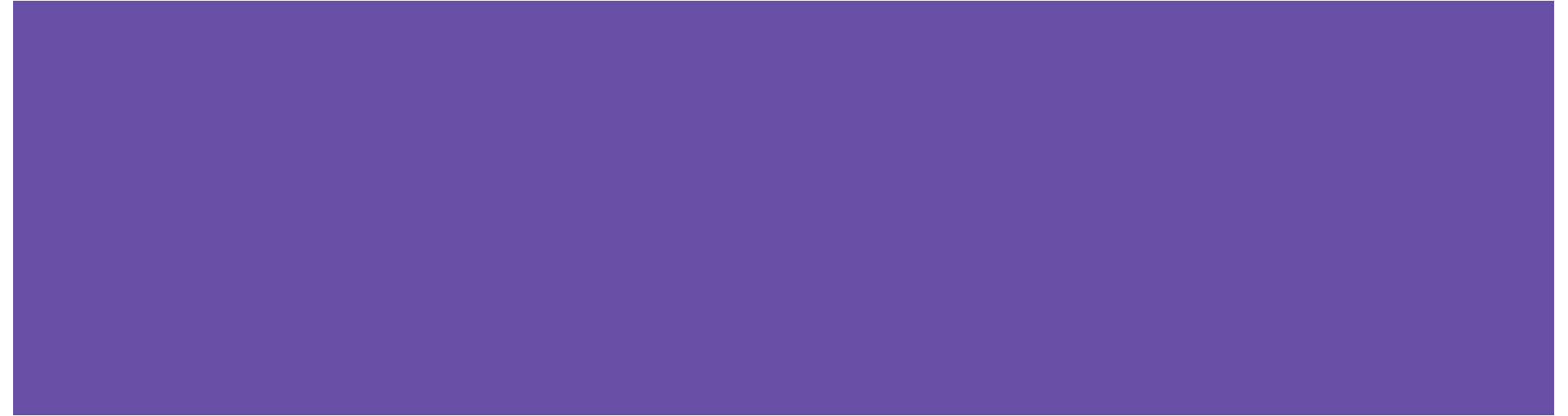


Master's and PhD Students

Master's and PhD students who have completed all degree-required coursework are eligible to apply for post-completion OPT and may begin working full-time while completing their thesis or dissertation.

****Please note: you are ineligible to begin working/ volunteering until your EAD card has arrived and the start date listed on your EAD card. This includes on- and off-campus employment.****

OPT Application




Application Process Overview

1. Complete Post-Completion OPT Request e-form within the iStart Portal
2. IS will review your request and issue new I-20 Form with OPT dates requested
3. Student collects new I-20 Form from IS and submits the OPT packet to USCIS within 30 days of the OPT recommendation
 - a. Review documents to ensure you understand the corrections
 - b. Check dates on page 2 under “Authorization Section”
4. USCIS issues receipt notice within 2-3 weeks with the case number if your application is mailed. The receipt notice is issued shortly after the application is submitted for applications submitted electronically.
5. Student must wait about 1-5 months to receive a response to the OPT request and the Employment Authorization Document (EAD) card from USCIS
6. Student receives their EAD card and can begin working once the start-date on the EAD has occurred. The student must update IS with their employment and residential address details.

Request your OPT I-20

To initiate the process of requesting your OPT I-20, students should complete the F-1 Post-Completion OPT Request through the iStart Portal.



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INTERNATIONAL SERVICES

IS-140, Post-Completion OPT Request

1. Post-completion OPT can be filed up to 90 days before the program end-date and up to 60 days after the program end-date. Students who have completed all degree required coursework and lack only the thesis or dissertation are eligible to apply for post-completion OPT.
2. Students must have been lawfully enrolled on a full-time basis for one full academic year.
3. Employment authorization will begin on the date requested or the date the Employment Authorization Document is adjudicated, whichever is later.
4. At the beginning of your authorized employment, you must continue to maintain your F-1 status by reporting employment details utilizing the OPT Employment Update e-form located within the [iStart Portal](#).

Part I. Student Information

Student Name: _____ CUID#: C _____ SEVIS ID: N _____
Education Level: _____ Major: _____ Program Start-Date: _____
Applying for OPT Based On: Graduation Date Expected Date of Completion: _____
Are you using your defense date as date of completion? Yes No

* If you are using your defense date as date of completion, please note that no employment (both on or off-campus) is permitted after this date until you receive your OPT EAD and the start-date on the EAD has occurred.

Part II. Past Employment Information

List all periods of previous authorized employment for practical training (if applicable)

Curricular Practical Training	Optional Practical Training

Part III. Academic Advisor/Department Chair

Please confirm all applicable details below regarding the student's academic program and contact ia@clemson.edu with any questions:
The academic department anticipates that the student will complete degree-required course work by: _____ / _____ / _____
If student is thesis/dissertation track, please also complete the section below:
The academic department anticipates that the student will graduate by: _____ / _____
Please provide the expected defense date for thesis/dissertation track students (if known): _____
Name: _____ Title: _____ Email: _____@clemson.edu
Department Signature: _____ Date: _____

Part IV. Next Steps

It is recommended that you attend an OPT workshop or review the [online OPT tutorial](#) before applying for OPT to ensure you understand the OPT application process, maintaining status while on OPT, and next steps following the completion of OPT.

- Once this form is complete, submit your OPT request to the iStart Portal and upload all requested documents.
- Once your request is reviewed and approved, you will receive a new I-20 with the OPT request reflected on the 2nd page.
- Review I-20 and follow approval email and [iStart instructions](#) to submit your OPT request to USCS within 30 days of I-20 issuance.
- Await EAD processing and do not participate in any paid/unpaid employment between program end-date and EAD start-date.
- Update IS via the [iStart Portal](#) of any change in employment, contact, or biographical change within 10 days.
- You are limited to a total of 90 days of unemployment during your post-completion OPT authorization. You must also work a minimum of 20 hours per week.
- While on OPT, your job must be directly related to your field of study and level of education.
- Review the [iStart page](#) for additional OPT resources and contact the office at ia@clemson.edu with any questions.

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Choosing Your Program End Date

- For undergraduate students and non-thesis/non-dissertation track students, the program end date will be the same as the graduation date.
- Thesis and dissertation track students can use either their graduation date, defense date, or course completion date as their program end date.
 - If the course work completion date or thesis defense date is selected as the program end date, the student will not be able to continue in an on-campus position until OPT is approved.

The image shows a screenshot of a web form with several input fields and a dropdown menu. The fields are: 'Education Level:', 'Major:', and 'Program Start-Date:'. Below these is 'Applying for OPT Based On:' with a dropdown menu currently showing 'Graduation Date'. To the right is 'Expected Date of Completion:'. Below that is 'Are you using your defense' with a dropdown menu showing 'Graduation Date', 'Thesis Defense Date', 'Dissertation Defense Date', and 'Course Work Completion Date'. A note at the bottom left says '* If you are using your defense this date until you receive' and a note at the bottom right says 'at no employment (both on or off-campus) is permitted after as occurred.'

Choosing Your OPT Start and End Date

- Your OPT start date is the date that your 12 months of work authorization begins
- Your OPT start date must be within the 60-day grace period after the program completion date.
- You have 14 months to complete the 12 months of work authorization.
 - The 14 months begins on your program end date and means that your OPT end-date will not be later than 14 months from your program end-date.
 - There is potential for you not to receive the full 12 months of OPT authorization if you apply later and you receive your EAD more than 60 days after your program end-date.
- The requested start & end dates will be noted on page 2 of the new OPT I-20.
- Once USCIS receive the OPT application, the requested start date cannot be changed.

Academic Recommendation and Signature

Section III of the Post-completion OPT Request Form verifies that the student is eligible for post-completion OPT. This section must be completed by the academic advisor. Academic Advisors should either list the date that the student will complete all coursework or check the box confirming that the has completed all of their coursework and only has a thesis/dissertation remaining.

Part III. Academic Advisor/Department Chair

Please confirm all applicable details below regarding the student's academic program and contact is@clermson.edu with any questions:

The academic department anticipates that the student will complete degree-required course work by: _____ / _____
Term Year

If student is thesis/dissertation track, please also complete the section below:

The academic department anticipates that the student will graduate by: _____ / _____
Term Year

Please provide the expected defense date for thesis/dissertation track students (if known): _____

Name: _____ Title: _____ Email: _____@clermson.edu

Department Signature: _____ Date: _____

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OPT Filing Options

There are two options for submitting your OPT application:

- Filing Online: If you are submitting your application online you will complete the I-765 through the USCIS portal.
- Filing through the mail: If you submit your application through the mail you will need to complete the paper Form I-765 to include with your application. You can also include the Form G-1145 with your application if you would like to receive electronic updates.

Both submission options require an OPT requested I-20.

OPT Application Online Filing

Benefits of Filing Online

- It reduces the amount of applicant errors that may occur.
- You receive updates on your application through the USCIS portal.
- Your application is received by USCIS immediately.
- It reduces delays and complication with mailing logistics.
- You receive your receipt notice immediately upon submission of your application.
- You can contact USCIS directly via the secure message center.
- You can upload documents directly to your account.
- You can respond to RFEs online instead of through the mail.

Documents for Filing OPT Online

1. Create a **USCIS Online Account** if you have not already and upload the documents below. **Do not submit your online application to USCIS until you receive your OPT I-20 from our office.**
2. One virtual **U.S. passport-style photo**
3. **Form I-94**
4. Previously issued EAD card(s) (both sides) **or** government-issued ID such as passport if you have not previously been issued an EAD
5. Copies of previously issued I-20s reflecting CPT and/or OPT authorization (if any)
6. Copy of I-20 Form requesting OPT within 30 days of issuance. **Ensure you review and sign your I-20!**
7. Complete and sign the I-765 electronically within your USCIS online account. A paper I-765 form is not required. **USCIS online filing instructions can be found here.**
8. Online payment via bank information or credit/debit card

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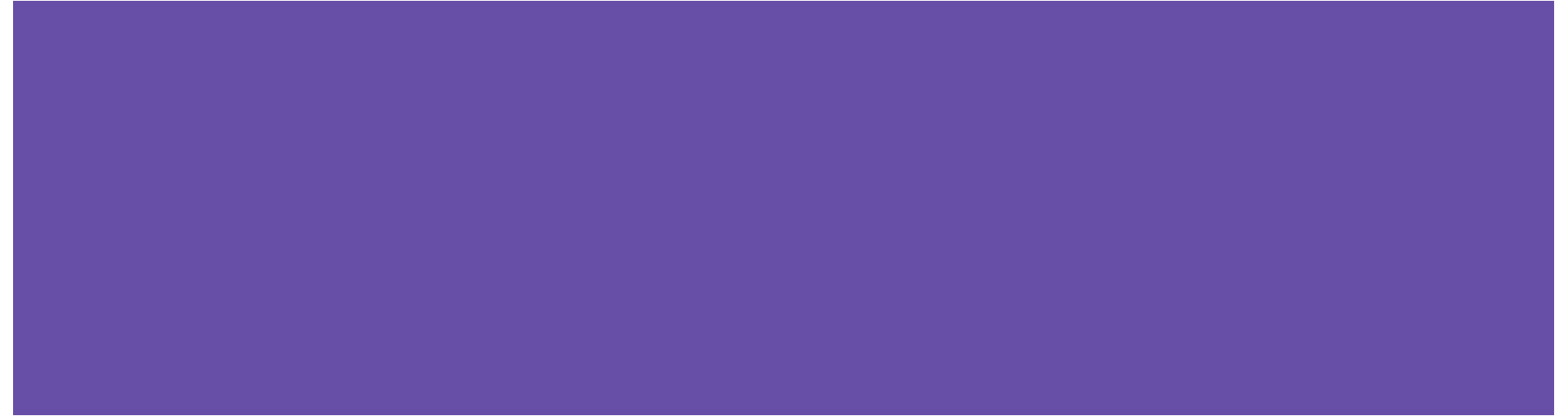
Most Common OPT Online Filing Denial Reasons

- **Application submitted late**
 - The OPT application must be received by the USCIS before the end of the 60 day grace period
- **Copy of OPT I-20 is too old**
 - New applications: USCIS must receive you complete OPT application no later than 30 days after the OPT I-20 issue date on page 1 of the I-20
 - Resubmission after OPT rejection or denial: If your OPT is rejected or denied please notify International Services. In some cases you will need to request a new OPT I-20 recommendation from International Services before you resubmit your OPT application. USCIS must receive your new, complete OPT re-application no later than 30 days after the OPT issue date on page 1 on the I-20
- **I-765 problems**
 - Incomplete or incorrect form fields

OPT Online Filing Instructions

If you will be filing your OPT application online, please [click here](#) for filing instructions. Once you complete the Online Filing Tutorial, you can resume the presentation on [slide 48](#). If you will be filing through the mail, you can continue with the tutorial.

Prepare & Mail Your Application Materials



Documents for OPT Application

- [I-765](#)
- [G-1145](#)
- Two passport photos
- Check, money order, or [Form G-1450](#) for [I-765 fee](#)
- [I-94](#)
- Copy of visa
- Copy of passport
- Copy of OPT requested I-20
- Copies of previous CPT I-20s
- Copy of previous EAD cards

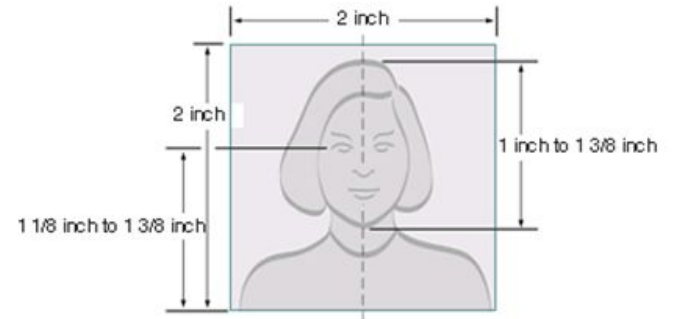
Passport Photos

Passport Photo Requirements

The photos required to use for the OPT application must meet the specifications of the U.S. style passport photos. To see a full description of these specifications, go to the U.S. Department of State website.

Submit 2 identical color passport photos taken within 30 days of filing your application. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched. The passport-style photo must be 2" by 2". Glasses must also be removed in the photos.

Using a pencil or felt tip (soft) pen, lightly print your name and I-94 number on the backs of the photos. Do not damage the photo by pressing hard while writing.



OPT Payment

- **USCIS Payment Methods:** Check, money order, or credit card payment for the I-765 fee for applications that are mailed
- **Check/Money Order** should be made payable to “U.S. Department of Homeland Security”. Money orders can be purchased at banks, post offices, and some local grocery stores. Make sure a name and address are printed on the check.
 - Do not use “temporary checks”. These are what are often issued by the bank when opening a new account. These checks have no name or address in the upper left hand corner
- **For credit card payment through the mail**, submit form [G-1450](#). You may only use a credit card account with a U.S. billing address.
- **For online filing** an ACH bank account is used to pay the I-765 fee
- **Most OPT denials are due to bad payments. If you use a check or a credit card to pay by mail, make sure you maintain sufficient funds in the account. If an issue occurs with the credit card listed on the G-1450, your application will be denied or rejected.**

Form G-1145

- Attach [G-1145](#) to the top of the OPT application packet
- Use this form to request text and email notification(s) regarding your application.
- If you are filing your OPT application online, the G-1145 is not required

WARNING

USCIS will rarely contact you by phone regarding the status of your OPT application.

If you receive a phone call from a person claiming to work for USCIS or any other government agency, do not provide your personal information to them. Note the person's name, phone number, and email address, and contact an International Services Services advisor before responding.

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 systems of records notices ([DHS/USCIS-001 - 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.

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

Completing the I-765



I-765 Page One

Application For Employment Authorization		USCIS Form I-765	
Department of Homeland Security		OMB No. 1615-0040	
U.S. Citizenship and Immigration Services		Expires 07/31/2022	
For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From _____	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through _____		
	Alien Registration Number A- [] [] [] [] [] [] [] [] [] [] [] [] [] []		
Remarks			
To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).		<input type="checkbox"/> Select this box if Form G-28 is attached.	
		Attorney or Accredited Representative USCIS Online Account Number (if any)	
<p>▶ START HERE - Type or print in black ink. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed.</p>			
Part 1. Reason for Applying		Other Names Used	
I am applying for (select only one box):		Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6 .	
1.a. <input checked="" type="checkbox"/> Initial permission to accept employment.		Additional Information.	
1.b. <input type="checkbox"/> 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.		2.a. Family Name (Last Name) [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []	
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.		2.b. Given Name (First Name) [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []	
1.c. <input type="checkbox"/> Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)		2.c. Middle Name [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []	
Part 2. Information About You		3.a. Family Name (Last Name) [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []	
Your Full Legal Name		3.b. Given Name (First Name) [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []	
1.a. Family Name (Last Name) [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []		3.c. Middle Name [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []	
1.b. Given Name (First Name) [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []		4.a. Family Name (Last Name) [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []	
1.c. Middle Name [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []		4.b. Given Name (First Name) [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []	
		4.c. Middle Name [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []	

▶ **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.)

Part 1. Reason for Applying, pg. 1
 Check the "1a" box for "Initial Permission to accept employment."

I-765 Page One

	Application For Employment Authorization Department of Homeland Security U.S. Citizenship and Immigration Services	USCIS Form I-765 OMB No. 1615-0040 Expires 07/31/2022												
For USCIS Use Only	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><input type="checkbox"/> Authorization/Extension Valid From</td> <td style="width: 15%;">Fee Stamp</td> <td style="width: 70%;">Action Block</td> </tr> <tr> <td><input type="checkbox"/> Authorization/Extension Valid Through</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Alien Registration Number A- <input style="width: 100px;" type="text"/></td> <td></td> </tr> <tr> <td colspan="3">Remarks</td> </tr> </table>	<input type="checkbox"/> Authorization/Extension Valid From	Fee Stamp	Action Block	<input type="checkbox"/> Authorization/Extension Valid Through			Alien Registration Number A- <input style="width: 100px;" type="text"/>			Remarks			
<input type="checkbox"/> Authorization/Extension Valid From	Fee Stamp	Action Block												
<input type="checkbox"/> Authorization/Extension Valid Through														
Alien Registration Number A- <input style="width: 100px;" type="text"/>														
Remarks														
<p>To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any). <input type="checkbox"/> Select this box if Form G-28 is attached.</p> <p>Attorney or Accredited Representative USCIS Online Account Number (if any) <input style="width: 150px;" type="text"/></p>														
<p>▶ START HERE - Type or print in black ink. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have?" or "How many times have you departed the United States?"), type or print "None" unless otherwise directed.</p>														
Part 1. Reason for Applying														
<p>I am applying for (select only one box):</p> <p>I.a. <input checked="" type="checkbox"/> Initial permission to accept employment.</p> <p>I.b. <input type="checkbox"/> 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.</p> <p>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.</p> <p>I.c. <input type="checkbox"/> Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)</p>														
Part 2. Information About You														
<p>Your Full Legal Name</p> <p>I.a. Family Name (Last Name) <input style="width: 150px;" type="text"/></p> <p>I.b. Given Name (First Name) <input style="width: 150px;" type="text"/></p> <p>I.c. Middle Name <input style="width: 150px;" type="text"/></p>														
<p>Other Names Used</p> <p>Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6.</p> <p>Additional Information.</p> <p>2.a. Family Name (Last Name) <input style="width: 150px;" type="text"/></p> <p>2.b. Given Name (First Name) <input style="width: 150px;" type="text"/></p> <p>2.c. Middle Name <input style="width: 150px;" type="text"/></p> <p>3.a. Family Name (Last Name) <input style="width: 150px;" type="text"/></p> <p>3.b. Given Name (First Name) <input style="width: 150px;" type="text"/></p> <p>3.c. Middle Name <input style="width: 150px;" type="text"/></p> <p>4.a. Family Name (Last Name) <input style="width: 150px;" type="text"/></p> <p>4.b. Given Name (First Name) <input style="width: 150px;" type="text"/></p> <p>4.c. Middle Name <input style="width: 150px;" type="text"/></p>														
<p>Form I-765 Edition 08/25/20  Page 1 of 7</p>														

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

Part 1. Reason for Applying

I am applying for (select only one box):

- I.a. Initial permission to accept employment.
- I.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.

- I.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Part 1. Reason for Applying, pg. 1
 Check the "1a" box for "Initial Permission to accept employment."

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I-765 Page Two

Part 2. Information About You, pg. 2

U.S. Mailing Address

This is where you would like the Receipt Notice and the EAD card to be mailed.

The address should be valid for at least 1-5 months, the length of time it will take to process the application. If you have plans to move during this time, use the address of International Services or a reliable friend or family member.

[If your mailing address is different from your physical address you must also list your physical address in items 7a.-7e.](#)

Part 2. Information About You (continued)	
Your U.S. Mailing Address	
5.a. In Care Of Name (if any)	Clemson University
5.b. Street Number and Name	108 Long Hall
5.c. <input type="checkbox"/> Apt. <input type="checkbox"/> Ste. <input type="checkbox"/> Flr.	
5.d. City or Town	Clemson
5.e. State <input type="text" value="SC"/>	5.f. ZIP Code <input type="text" value="29634"/> (USPS ZIP Code Lookup)
6. Is your current mailing address the same as your physical address?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
NOTE: If you answered "No" to Item Number 6., provide your physical address below.	
U.S. Physical Address	
7.a. Street Number and Name	5230 Smith Lane
7.b. <input checked="" type="checkbox"/> Apt. <input type="checkbox"/> Ste. <input type="checkbox"/> Flr.	15a
7.c. City or Town	Central
7.d. State <input type="text" value="SC"/>	7.e. ZIP Code <input type="text" value="29630"/>

I-765 Page Two

13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

Yes No

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

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

▶

14. Do you want the SSA to issue you a Social Security card? (You must also answer “Yes” to **Item Number 15.**, **Consent for Disclosure**, to receive a card.)

Yes No

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

15. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

Yes No

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

Father's Name

Provide your father's birth name.

16.a. Family Name (Last Name)

16.b. Given Name (First Name)

Mother's Name

Provide your mother's birth name.

17.a. Family Name (Last Name)

17.b. Given Name (First Name)

Part 2, pg. 2 continued

#13a-17b Social Security Number

#13a-13b. Check “Yes” if you have been issued a SSN and enter one number in each box.

Check “No” if you do not have a SSN.

#14. Check “Yes” if you want a new or replacement Social Security card and complete questions 15-17.

If you check “No” for question 14, skip to question 18.

I-765 Page Three

Part 2. pg. 3 continued

#23 Place of Last Arrival into the U.S

Name of the Port of Entry city from your most recent entry. This information can be found on your passport admission stamp, I-94, or the [travel history section of your I-94](#).

#24. Immigration Status at Last Entry

Status in which you entered the U.S.

#25. Current Immigration Status

Current status should be “F-1 Student”

23.	Place of Your Last Arrival into the United States	Atlanta, GA
24.	Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)	F-1 Student
25.	Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)	F-1 Student

I-765 Page Three

Part 2, pg. 3 continued

#27 Eligibility Category

Use code (c)(3)(B) for post-completion OPT


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)(ii)).

(c) (3) (B)

I-765 Page Five

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature (continued) <p>I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:</p> <ol style="list-style-type: none">I reviewed and understood all of the information contained in, and submitted with, my application; andAll of this information was complete, true, and correct at the time of filing. <p>I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.</p> Applicant's Signature <p>7.a. Applicant's Signature ➔ <input type="text"/></p> <p>7.b. Date of Signature (mm/dd/yyyy) <input type="text"/></p> NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.	Part 4. Interpreter's Contact Information, Certification, and Signature <p>Interpreter's Mailing Address</p> <p>3.a. Street Number and Name <input type="text"/></p> <p>3.b. <input type="checkbox"/> Apt. <input type="checkbox"/> Ste. <input type="checkbox"/> Flr. <input type="text"/></p> <p>3.c. City or Town <input type="text"/></p> <p>3.d. State <input type="text"/> 3.e. ZIP Code <input type="text"/></p> <p>3.f. Province <input type="text"/></p> <p>3.g. Postal Code <input type="text"/></p> <p>3.h. Country <input type="text"/></p> Interpreter's Contact Information <p>4. Interpreter's Daytime Telephone Number <input type="text"/></p> <p>5. Interpreter's Mobile Telephone Number (if any) <input type="text"/></p> <p>6. Interpreter's Email Address (if any) <input type="text"/></p> Interpreter's Certification <p>I certify, under penalty of perjury, that:</p> <p>I am fluent in English and <input type="text"/> which is the same language specified in Part 3, Item Number 1.b., and I have read to this applicant in the identified language every question and instruction on this application and his or her answer to every question. The applicant informed me that he or she understands every instruction, question, and answer on the application, including the Applicant's Declaration and Certification, and has verified the accuracy of every answer.</p> Interpreter's Signature <p>7.a. Interpreter's Signature <input type="text"/></p> <p>7.b. Date of Signature (mm/dd/yyyy) <input type="text"/></p>
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Applicant's Signature

7.a. Applicant's Signature
➔

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

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

Part 3, pg. 5

Applicant's Signature

#7a-7b Sign your name by hand in black ink and provide the date of the signature. Your signature must fit inside the box as it will be scanned directly onto your EAD card.

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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 <input type="text"/>	3.b. Part Number <input type="text"/>	3.c. Item Number <input type="text"/>	
3.d. 			
4.a. Page Number <input type="text"/>	4.b. Part Number <input type="text"/>	4.c. Item Number <input type="text"/>	
4.d. 			

5.a. Page Number <input type="text"/>	5.b. Part Number <input type="text"/>	5.c. Item Number <input type="text"/>	
5.d. 			
6.a. Page Number <input type="text"/>	6.b. Part Number <input type="text"/>	6.c. Item Number <input type="text"/>	
6.d. 			
7.a. Page Number <input type="text"/>	7.b. Part Number <input type="text"/>	7.c. Item Number <input type="text"/>	
7.d. 			

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Page 7 of 7

3.a. Page Number <input type="text"/>	3.b. Part Number <input type="text"/>	3.c. Item Number <input type="text"/>	
3.d. CPT August 31, 2019-December 1, 2019 Master's 			
4.a. Page Number <input type="text"/>	4.b. Part Number <input type="text"/>	4.c. Item Number <input type="text"/>	
4.d. N0004704562 			

**Part 6 pg. 7
Additional Information**

#1a-1c. Provide your name again as listed in part 2

#3d-7d. Provide all previously used SEVIS numbers and any previously issued CPT or OPT and the academic level for which they were issued.

I-765 Page Seven

The most common reasons students complete page 7, part 6 are the following:

- Most recently entered the US on a passport that is no longer valid and you have a renewed passport
- Have previously had other SEVIS IDs
- Have ever been authorized for CPT, OPT, or STEM OPT Extension

This is not a complete list of reasons to complete page 7. If you have question regarding page 7 of the I-765, please contact International Services. Page 7 must be included with your application USCIS, even if it is blank.

I-765 Page Seven

How to complete page 7, part 6 if you: most recently entered the US on a passport that is no longer valid and you now have a renewed passport.

Part 6, Additional Information, pg. 7

#1a-1c. Provide your name again

#3a-3c Reference the corresponding page number, part number, and item number

#3d Write an explanation that clarifies that you have two passports: one that you used for entry but is no longer valid, and on that is currently valid.

#3d. Include copies of both passports and your I-94 with your application.

3.d.

I most recently entered th US on MM-
DD-YY with passport ##### and was
issued I-94 #####. Since this date,
I have renewed my passport. The number
of my new passport is #####. See the
attached copies of both passports and
the I-94

I-765 Page Seven

How to complete page 7, part 6 if you: have previously had other SEVIS IDs

Part 6, Additional Information, pg. 7

#1a-1c. Provide your name again

#3a-3c Reference the corresponding page number, part number, and item number

#3d List all previously used SEVIS numbers, including from all previous F-1/F-2, J-1/J-2, or M-1/M-2 programs in the U.S., including high school, short stays, language training schools, community colleges, or previous I-20s at Clemson University

3.d.	<u>Previous F-1 SEVIS ID: N0001111111</u>

	<u>Previous J-2 SEVIS ID: N000222222</u>

I-765 Page Seven

How to complete page 7, part 6 if you: have ever been authorized for CPT, OPT, or STEM OPT

Part 6, Additional Information, pg. 7

#1a-1c. Provide your name again

#3a-3c Reference the corresponding page number, part number, and item number

#3d If you have had previous CPT and/or OPT authorization list the type of employment authorization, the dates of authorization, and the academic level that it was authorized at. Copies of all previous CPT and OPT I-20s and EAD cards should be with your application.

3.d.	<u>CPT</u>
	<u>05/31/2018 through 08/01/2018</u>
	<u>Bachelor's</u>
	<u> </u>
	<u>Pre-completion OPT</u>
	<u>06/15/2019 through 08/15/2019</u>
	<u>Bachelor's</u>
	<u> </u>
	<u> </u>
	<u> </u>

Mailing the OPT Application

Now that you have received your I-20 requesting OPT, you must mail this form along with the 1-765 packet to the USCIS Service Center. You can find the correct mailing address for the USCIS Service Center on the [USCIS website](#).



Top Most Common OPT Denial Reasons

➤ **Payment problems**

- Check or credit card payment: Money is not in account at the time of processing
- Incorrect fee amount
- Check, money order, or credit card form not completed properly

➤ **Copy of OPT I-20 is too old**

- New applications: USCIS must receive you complete OPT application no later than 30 days after the OPT I-20 issue date on page 1 of the I-20
- Resubmission after OPT rejection or denial: If your OPT is rejected or denied please notify International Services. In some cases you will need to request a new OPT I-20 recommendation from International Services before you resubmit your OPT application. USCIS must receive your new, complete OPT re-application no later than 30 days after the OPT issue date on page 1 on the I-20

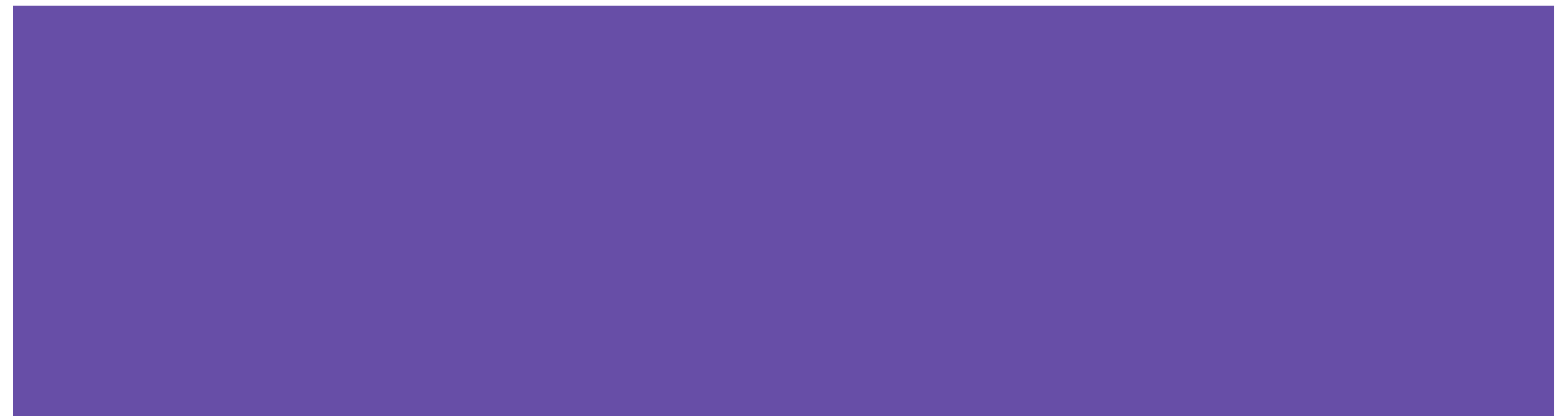
➤ **I-765 problems**

- Incomplete or incorrect form fields
- Not signed

➤ **Application submitted late**

- The OPT application must be received by the USCIS before the end of the 60 day grace period

After Submitting the OPT Application



After Filing Your Application

Receiving your Receipt Notice (I-797C)

You should receive your receipt notice by mail within 2-4 weeks after mailing your OPT application. If you submit your application online, you should receive your receipt notice shortly after your application is submitted.

The I-797C is necessary if you want to inquire about the status of your OPT application.

Receipt Number

The receipt number is the case number for your OPT application at USCIS. Check the status of your case on the USCIS website at <https://www.uscis.gov>

Address Information

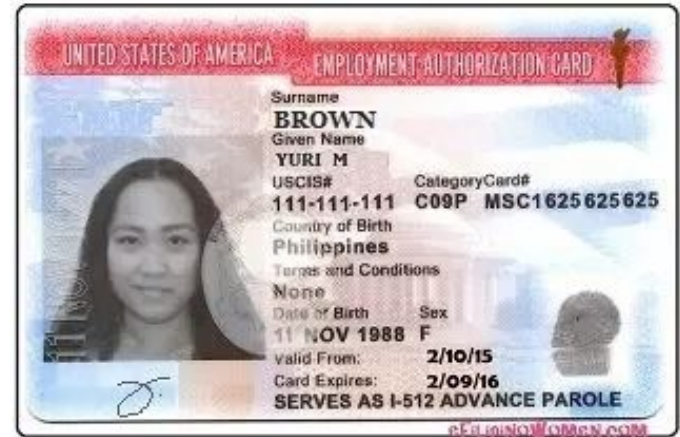
Verify that your name, date of birth, and address are listed correctly on the I-797C.

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Receiving your EAD Card

Review your EAD card to make sure the information is accurate.

Present your EAD card to employers as proof of your legal work authorization in the US.



What If I Do Not Graduate?

Non-Thesis/Non-Dissertation Track

- If you are unsure of when you will graduate, it is best to wait to apply for OPT until after you know your graduation date.
- If you apply for OPT and later realize you will not graduate that semester, notify International Services **immediately**.

Thesis/Dissertation Track

- You can continue working on your thesis or dissertation while you are on OPT.

Maintaining Status: OPT Reporting Requirements

You must report the following updates:

- Employer information
- Address changes
- Change of employer
- Name changes

All changes must be reported within ten days of the change or every six months if no changes occur.

Maintaining Status: How to Update Your Information

iStart Portal (Required)

Use the Post-Completion OPT Employment Update e-form in the iStart Portal to update IS of reporting requirements and request a reprinted I-20.

SEVP Portal (Optional)

Governmental portal that students can use to report changes in employment and personal information and monitor employment authorizations.

SEVP Portal Access

Please note that you will receive an automated email from SEVP regarding the SEVP Portal as soon as your OPT is approved. **You are ineligible to begin employment until you physically receive your EAD and the start date on the card has occurred.**

Traveling on OPT

Travel after program completion, but before the EAD card is received

- There is a higher risk associated with travel and return while your OPT is pending after the program completion date. If there are any problems with your application, you may not be able to respond to USCIS in a timely manner, which could delay processing of your EAD.
- If your OPT application is denied while outside the U.S., you will not be able to re-enter the U.S. in F-1 status and will not be able to reapply for OPT.

Travel after the EAD card is received

- Avoid long absences from the U.S. during the OPT period. Time spent outside of the U.S. while unemployed by a U.S. employer counts toward your 90 days of unemployment.
- Attempting to re-enter the U.S. close to the expiration date of your OPT can be risky.
- You must not enter the U.S. in a status other than F-1. This may result in the loss of your OPT eligibility.

Maintaining Status: International Travel Requirements

You will be required to provide all four items below to re-enter the US after a temporary departure:

- Non-expired F-1 visa
- I-20 with OPT approval on page 2 & a travel signature no older than 6 months
- Employment Authorization Document (EAD) card
- Job offer letter or continuing employment letter

Renewing Your Visa on OPT

If you are traveling abroad and your F-1 visa has expired, you must obtain a new F-1 visa before returning to the U.S.

Check the U.S. Department of State website for more information about getting a visa and specific requirements at the local embassy or consulate at www.travel.state.gov.

After OPT



What happens after OPT?

- 60 day grace period to exit the country after the OPT end date
 - Not eligible to work after OPT end date
- Transfer to new degree program
 - OPT authorization ends on the SEVIS transfer release date
- Change of status
- 24-Month STEM OPT Extension

Completing OPT & Grace Period

- You have a 60 day grace period following the end of the OPT EAD
- If you intend to apply for the OPT STEM Extension, you must do so before the expiration of your 12 month OPT.
- The only additional extension of OPT available is the OPT Cap Gap Extension, for students who have an accepted cap-subject H1-B application.

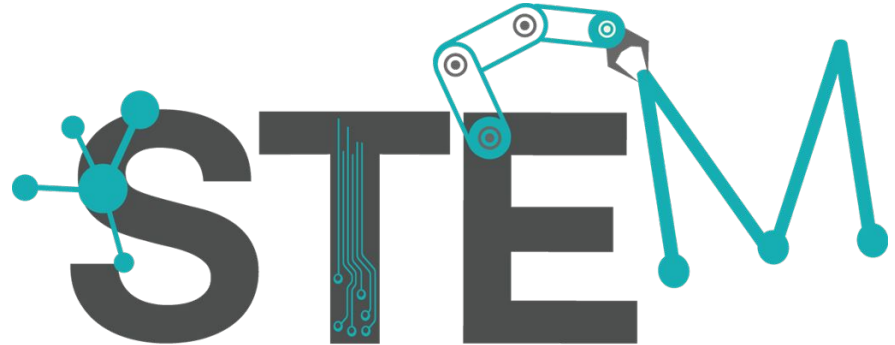
If you do not extend your OPT, and your EAD expires, you have the following options before the end of the 60 day grace period:

- Exit the US within 60 days
- Continue your F-1 status and studies: Transfer your SEVIS record to continue studies at another school or request a change of education level to begin a new academic program at Clemson University
- Work with immigration legal counsel regarding a change of status application to a new visa category. You will need to check with your legal counsel regarding your allowed period of stay or required exit date if you have a pending change of status when your grace period ends.

24-Month STEM OPT Extension

Students in Science, Technology, Engineering, and Math (STEM) fields may be eligible for an additional 24 months of OPT following the 12-month period of post-completion OPT for a total of 36 months of OPT.

To verify, check CIP code on I-20 with [CIP code list](#).



SCIENCE ⚙️ TECHNOLOGY ⚙️ ENGINEERING ⚙️ MATH

STEM Extension

- Must study in a [STEM field](#)
- May begin application process 90 days before the OPT end date
- Must complete [I-983 Training Plan](#) with employer
- Application must be received and receipted by USCIS prior to your OPT end date
- Must request authorization from IS through iStart Portal via the 24-Month STEM OPT Request e-form
- May continue to work 180 days after OPT end date as long as the application for the extension has been received and is pending with USCIS
- Must work for an E-verify employer while on the extension
- Must be paid employment
- Additional STEM guidance on our [website](#)

Post-completion OPT vs. STEM OPT

Post-completion OPT

- Do not need a job or job offer to apply
- Can be unpaid
- 90 days of unemployment allowed
- Employer is not required to be E-verified
- Available after each degree earned that is higher than the previous degree

STEM OPT

- Must have a paid position to apply
- Must work for a E-Verified employer
- Must complete the I-983 to update employment information
- 6 month validation reports
- Annual self-evaluations
- No more than 150 days of unemployment during the entire 36 months of OPT
- Available twice per student's lifetime

Clemson University International Services

For more information on OPT contact Clemson University International Services.

- Advising Hours: Monday-Friday 1-4pm
- Office Location: 108 Long Hall
- Email: is@clemson.edu
- Phone Number: 864-656-3614
- [OPT Resources](#)
- [STEM OPT Resources](#)

