POST COMPLETION
OPTIONAL PRACTICAL TRAINING
FOR UNDERGRADUATES
OPT is an abbreviation for Optional Practical Training.

OPT is an optional benefit to F-1 status that allows F-1 students to take part in practical training full-time for one year after completing their program of study.
The most important thing to remember about OPT is **Timing!**

...but first
Eligibility

F-1 students are eligible when:

- Enrolled on a full-time basis for one full academic year (9 months) on the same SEVIS Record.
  - Includes RCL for final quarter.

- All coursework required for degree is complete.
  - Not graduation date.
Complete degree requirements

OPT

Your program completion date becomes your I-20 ending date

• You must finish your program of study, before you can begin OPT.
• Your OPT start date is based upon your I-20 ending date.
Timing of the OPT Process

1. Submit iGlobal request three-four months before you would like to begin work.
2. Submit complete application with supporting documents to USCIS
3. Stay in status while on OPT by reporting to https://iGlobal.ucdavis.edu
   • Check all the regulations about maintaining status here: http://siss.ucdavis.edu/students/current_students/employment/OPT-info.html
Optional Practical Training (OPT) is an employment benefit where F-1 students can apply what they have learned in a degree program through off-campus employment after completion of all degree requirements. Employment approval takes at least 90 days.

How to Apply for OPT

1. Attend an OPT workshop or view the [online OPT workshop](#).
2. Meet with your Academic Advisor(s) to discuss your degree completion.
3. Use the [OPT Calculator](#) to help you customize a timeline.
4. Submit this form to SISS along with:
   - USCIS I-765 form
   - I-94 Record
5. Your Graduate Coordinator or Academic Advisor will also have to electronically sign off on these forms.
   - Once you fill out all required forms, your Coordinator or Advisor will get an e-mail to complete their recommendations.
6. After your I-20 is issued, you need to mail a copy of the new I-20 recommending OPT along with the other required materials to USCIS.
SISS recommends OPT. USCIS (United States Citizenship and Immigration Services) is the approval authority.

Recommendation appears on page 2.
Preparing your OPT Application

• Fill out the I-765 form using the instructions on our OPT webpage and in iGlobal at F-1 Practical Training, Optional Practical Training.
• Submit the OPT E-Form in iGlobal.
• SISS will email you when your new I-20 is ready.
• Optional courtesy check when you pick it up.
• Make a copy of your new I-20 to mail (keep the original).
• All documents in the order listed on the iGlobal e-Form.

*IMPORTANT 30 Day Rule:

USCIS (United States Citizenship & Immigration Service) must receive your OPT application within 30 days of your SISS International Student Advisor’s recommendation date of OPT.

Please refer to the date next to your advisor’s signature on page 1 of your OPT I-20.
Fill out the form using the instructions on our [OPT webpage](#) and in [iGlobal](#) at F-1 Practical Training, Optional Practical Training.
Sample Check or Money Order

Chisaho Hirozane
18 Russell Blvd.
Davis, CA 95616

Check 2281

May 2, 2011

Pay to the order of: U.S. Department of Homeland Security

$\text{\$\$ dollars and } 00/100 \text{ cents only}$

for ____________________________________________________________________________

Chisaho Hirozane

For the current I-765 application fee, visit [www.uscis.gov](http://www.uscis.gov)

UC Davis Global Affairs

Services for International Students & Scholars (SISS)
Other Means of Payment

All photos must be of only the applicant and must be identical.

All photos must meet the specifications for full frontal/passport photos and must be no more than 30 days old when an application is filed.

Print your full name and SEVIS number (10-digit number beginning with N in the top left corner of your I-20) in pencil on the back of each photo.
Submit documents in this order:

1. Filing Fee (check, money order, credit card)
2. G-1145 Form (optional)
3. Cover letter from SISS Advisor if any fields left blank
4. Properly signed I-765 application
5. Documents
   A. Copy of each of the following:
      • Form I-94
      • Copy of any previous EAD (front and back)
      • Passport bio page
   B. Photographs
   C. Copy of I-20 with DSO recommendation for OPT
When Can I Apply?

- As early as 90 days prior to program completion date and up to 60 days after completion date (not recommended-USCIS must receive application by 60th day).

- Processing takes approximately 90 days from the date yourOPT package is received by USCIS.

- You may lose training time if you apply less than 30 days before program completion date and want to begin working before the end of your 60 day grace period.

- You do not need a job to apply for OPT

- Cannot Volunteer while waiting for OPT approval and EAD card.
Application Timeline

- **Completion Date**: Can apply as early as 90 days before and up to 60 days after completion date.
- **12 months of OPT**
- **60-day grace period**

- **You cannot work during this period**

- Apply
- Work Authorization
- Grace Period

- 12 months of OPT

- 60-day grace period

- =30 days
You have a 60-day period from the program completion date to begin OPT.

Your OPT starting date can be as early as the day after your program ending date or any day up to 60 days after your program ending date.
Use the **OPT Timeline Calculator** to get customized information about:

- When to submit your OPT request to SISS
- When to submit your OPT application to USCIS
- When to expect a decision from USCIS
- When to expect to be able to begin working
- When you must begin working (will count maximum unemployment days*)
- How to stay in status during your OPT period

*Maximum allowed unemployment days = 90.

We recommend that you download and save this calculator for use as you work through the OPT process.
Using the **OPT Timeline Calculator**

- Enter Type of Degree, Program End Date and Contract information if you are working on campus (undergraduates rarely have contracts).

- The calculator will provide the start dates you can choose from and a recommended start date based on that day’s date.

![OPT Timeline Calculator](attachment:image.png)

UC Davis
Services for International Students and Scholars

**F-1 Student OPT Timeline Calculator**

- **Choose Your Start Date**
  - Which type of degree will you earn? Bachelors
  - When will you finish your degree?
  - Year: 2016
  - Term: Fall
  - Contract: No
  - Your Program End Date is: 12/9/2016
  - Your Grace Period is the 60 days following your Program End Date: 12/9/2016 through 1/10/2017
  - Your Employment Start Date must be during your Grace Period: 1/22/2017 through 2/7/2017
  - Your best option with today's timeframe is to pick a date between 1/22/2017 and 2/7/2017

- **Employment Start Date**
  - Do you choose? 2/7/2017
  - This is a valid Employment Start Date.
1. Once you choose a start date, you will get customized information on when to apply to both SISS and USCIS.

2. Enter the issue date from your new I-20 in the blue box for customized mailing information.

---

Please plan ahead: SISS takes up to two weeks to process your request; USCIS takes 90 days

1. Submit your signed OPT request, I-94 and I-765 to SISS between \(10/14/2016\) and \(10/19/2016\)
   - Once you receive your new I-20, you should be able to mail it right away.

2. Enter the date next to the Advisor Signature on page 1 of the new I-20 recommending \(10/14/2016\)
   - Submit your complete OPT application to USCIS between: \(10/14/2016\) and \(11/13/2016\)
   - USCIS will only accept materials during your Processing Period \(9/10/2016\) through \(2/7/2017\)
1. Sample timeline— if USCIS got your paperwork today
2. Unemployment end (date you must begin working by)
3. Your customized timeline for USCIS (fill in blue box)
4. How to stay in status while on OPT

---

**OPT Timeline Calculator cont.**

1. Sample wait time for USCIS processing:
   - If USCIS received your complete OPT application **today**, you could expect a decision by **1/12/2017**.
   - If USCIS started processing your application today, your EAD card may arrive approximately 26 days before your authorized employment period begins. Wait to begin employment until the start date.

2. Official processing status can be verified using the WAC number from the I-797C receipt notice.
   - Official USCIS processing status website: https://egov.uscis.gov/casestatus/lali
   - With the Employment Start Date you **requested**, your 90 days unemployment eligibility starts on **5/8/2017**.

3. Customized Estimated timeline using the date from the I-797C receipt notice
   - Enter the date from I-797C Receipt from USCIS: **11/1/2016**
   - Expected completion of EAD card processing: **1/30/2017**
   - Estimated days of unemployment you will count before receiving your EAD card: **0**

4. Stay in status by reporting all Employment and Address changes within 10 days.
   - Report here: http://siss.ucdavis.edu/students/current_students/opt.cfm
   - Submit a copy of your EAD card to SISS in person or via email at **siss@ucdavis.edu**
   - Keep personal records of employment, hours, and how it is related to your major field of study
A Few More Things...

You can *only* begin paid or unpaid training when:

- You have received your EAD (Employment Authorization Document) *and*

- The date of your authorized training period has begun (refer to the dates on your EAD card)
Employment is an extension of what you learned and must be directly related to your major field of study.

Ways to Show Direct Relationship:

- Job Description
- Degree Required
- Coursework
- Ask a professor
- Document relationship
Review all information -- name, date of birth, validity dates -- for accuracy! If any information is incorrect you must contact USCIS right away!
Traveling

Once you have been apply for/been approved for OPT, you must have the following 5 items to return to the U.S.

1. Unexpired passport, valid for 6 months in the future.
2. Unexpired F-1 visa.
3. Most recent I-20 with a current travel signature.
   • (travel signatures are only valid for 6 months on OPT).
4. I-797 receipt notice/EAD card*.
5. Proof of job/job search/training.

Risk of being denied entry for if entering without
*If you have your EAD card you MUST return with a job offer
What if I’m traveling and my visa has expired?

Bring all your travel documents and apply for an extension.
What if I have to cancel OPT?

- SISS can cancel your OPT in SEVIS if you haven’t physically mailed your application.

- Once you have mailed your application, you cannot cancel your time or receive a refund.

- Please contact SISS right away if you find yourself in this situation!
• If you have not mailed your OPT application, we can cancel it and you can apply after you finish your course.

• If you have mailed your OPT application:
  • You can finish your program (**must** take the classes you need the following quarter).
  • When you receive your EAD, you may work **ONLY PART-TIME (20 hours or less per week)** until you finish your coursework - even though the EAD card says you may work full-time (**more than 20 hours per week**).
  • Once you finish your coursework, you may switch to full-time training.
What if I get accepted to another degree program?

- While on OPT you are still an F-1 student based on a UC Davis I-20.

- If you start another degree program at UC Davis or another institution, your OPT will end when the day before your new degree program start date at UC Davis or the date we transfer your record to your new institution.
What about OPT Reporting?

You will not be able to report OPT until the first day of your OPT employment.

- OPT Reporting Requirements
- How to report
- Report using [https://iglobal.ucdavis.edu](https://iglobal.ucdavis.edu) within 5 days of a change
- Login under Limited Services using your student ID, Date of Birth and a temporary PIN number that you can have emailed to yourself.
- Upload your Employment Authorization Document (EAD card) the first time you report.
- Report any changes of:
  - Legal name
  - Residential or mailing address
  - Email address (permanent, non-UCD)
  - Employer name and address
  - Employment status
    - loss of employment
    - start & end dates of employment
  - How employment is directly related to your major field of study
  - Departure from the U.S. (permanent leave)
  - Change of Status (such as H-1B approval, etc.)
IMPORTANT NOTE:

What is the portal? - a means for students on OPT to directly report employment and address changes directly to SEVIS

What is your responsibility as a UC Davis student? - you must report all changes already discussed

BUT

PLEASE report all required OPT changes through iGlobal
Contact SISS

• If you have additional questions about your OPT application/process, come to drop-in advising:
  • Mondays: 1-3:45pm
  • Thursdays: 1-3:45pm

  OR

• Email siss@ucdavis.edu with any questions you

• We also have OPT workshops some Fridays. Check website for schedule.

NO drop-ins or appointments on Fridays