INTERNATIONAL STUDENT EMPLOYMENT & OPT WORKSHOP

Touro University

International Student Services, NY
PDSO/ Director: Sun Hee Choi
DSO/ Coordinator: Adam Lubatkin

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REMINDERS

Please mute yourself.

Enter your questions in the Q&A box.

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TOURO UNIVERSITY INTERNATIONAL STUDENT SERVICES

3 Times Square, Rm. 206, New York, NY 10036

http://www.touro.edu/departments/international-students/

Office Hours: Mon-Thurs, 9-5:30pm/ Fri 9-2pm

International Student Advisors/DSO:

Sun Hee Choi, Adam Lubatkin, Lita Cabezas, and Dr. Susan Thompson (Law Center).

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***In-person Advising- By appointment only.**

Zoom meetings are available.

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AGENDA

1. OPT application filing instructions
2. Student's reporting responsibility
3. STEM OPT eligibility and filing instructions
4. Other available work authorizations
5. Career development tips- GSB Career Services
6. Q & A

Employment Options for International Students

On-Campus employment

Off-Campus employment

- Curricular Practical Training (CPT)

- Optional Practical Training (OPT)

- Severe Economic Hardship

- Employment with an International Organization

What is OPT?

Optional Practical Training (OPT) is temporary employment available to eligible F-1 students:

Pre-completion OPT, Post-completion OPT, STEM OPT Extension

The employment must be related to the student's field of study.

F-1 students may be eligible for up to 12 months of OPT per degree level. (Pre and Post Completion OPT)

Eligible students may apply for STEM OPT Extension before their Post completion OPT ends.

Pre vs. Post-completion OPT

Pre-Completion OPT	Post-Completion OPT
May apply while pursuing a degree. Must satisfy one full academic year requirement.	May apply between 90 days before the program completion and 60 days after the completion date
Will be deducted from the 12 month OPT period (for example, 12 months- 2 months Pre OPT= 10 months Post OPT.)	12 months per education level (cannot apply for a lower degree level)
Less than 20 hours per week during semesters Fulltime during semester break.	Full time

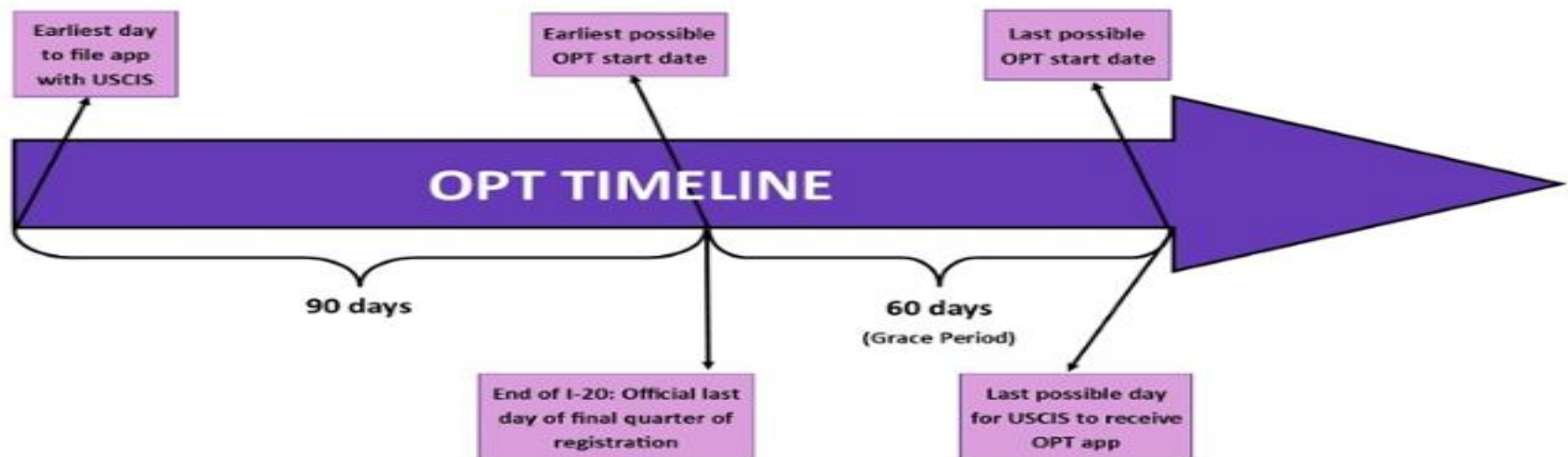# OPT Application Period

Pre-Completion OPT:
Anytime after one academic year of study.

Post-Completion OPT:
90 days before the program completion date to 60 days after.
(Program Completion date= Last day of your final semester)

STEM OPT Extension:
90 days prior to the end date of current OPT.

Post-Completion OPT Application Periods Fall 2023

Semester End Date	OPT Window Starts	OPT Window Ends
12/8/2023	9/9/2023	2/6/2024
12/15/2023	9/16/2023	2/13/2024
12/22/2023	9/23/2023	2/20/2024
12/31/2023	10/2/2023	2/29/2024
1/12/2024	10/14/2023	3/12/2024
1/19/2024	10/21/2023	3/19/2024

Post-Completion OPT Application Periods Spring 2024

Semester End Date	OPT Window Starts	OPT Window Ends
8/16/2024	5/18/2024	10/15/2024
5/15/2024	2/15/2024	7/14/2024
5/17/2024	2/17/2024	7/16/2024
6/7/2024	3/9/2024	8/6/2024
6/5/2024	3/7/2024	8/4/2024
5/24/2024	2/24/2024	7/23/2024
5/31/2024	3/2/2024	7/30/2024
5/10/2024	2/10/2024	7/9/2024
4/29/2024	1/30/2024	6/28/2024

How to Apply OPT: Step 1

STEP 1: Submit a Request to the ISO.

Apply for Graduation. (Post-completion OPT)
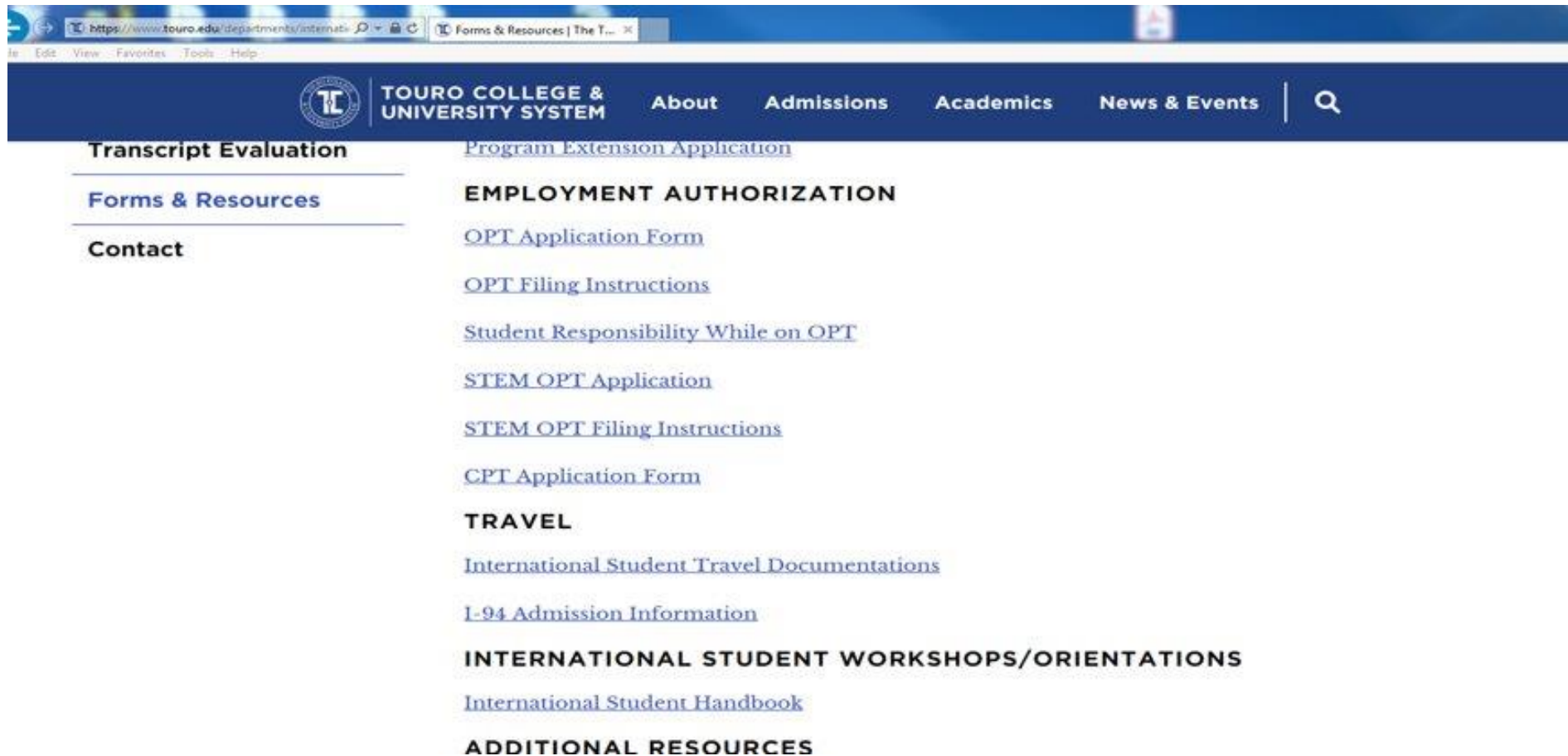
Submit the required forms to the ISO:

- OPT DSO Recommendation Request Form
- Student Responsibility Form.
- OPT Filing Instructions

*Students MUST receive a departmental confirmation on the OPT Recommendation form (Part 5).

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OPT Application Form & Filing Instructions
https://www.touro.edu/departments/international-students/forms--resources/

OPT DSO Recommendation Request Form

How to Apply OPT: Step 2

STEP 2: Collect Your New OPT I-20

- Pick up your new I-20. (via e-mail or mail)
- Review your I-20 and sign.
- Prepare the I-765 and required documents according to the OPT filing instructions.

- Resources for completing I-765:

Current form and instructions: USCIS website

A sample I-765: Contact the ISO for a sample.

How to Apply OPT: Step 3

STEP 3: Prepare Your OPT Application Documents.

Documents Checklist for Pre & Post-completion OPT

- **New I-20 with OPT recommendation
- I-765 form (paper application or online application)
- G-1145 (paper application only)
- $410 application fee:

Check or money order for paper application or <u>Credit card </u>for online application

- Photocopies of passport, visa, and I-94
- Photocopies of all previously issued I-20s
- Two passport style photos

* The filing fees are subject to change. Students must confirm the current fees at the USCIS website. Application for Employment Authorization | USCIS

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How to complete I-765

Getting Started:

Choose Paper I-765 filing OR online I-765 filing

File Online: [Citizenship and Immigration Services - Welcome to US Citizenship and Immigration Services (uscis.gov)](https://uscis.gov)

Online Filing Benefits

Case status alerts and secure messages

See all case correspondence

Check your case status and update personal information

Upload evidence
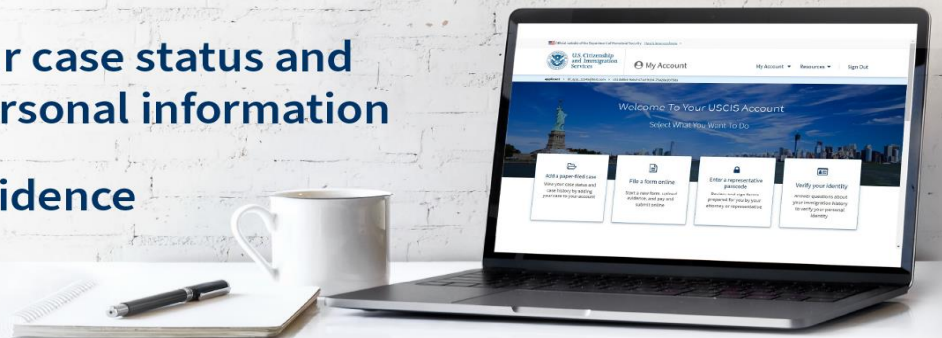
I-765 Online Filing Evidence Post Completion OPT

POST-completion OPT Evidence		
Evidence (as listed in online filing system)	Example	Notes
2 x 2 photo of you	Passport photo type	See "Photo Requirements" U.S. Department of State photo requirements. DOS also has a photo check tool that you can use to check the photo ahead of time.
Form I-94	Entry I-94 Or Change of Status I-797 Approval	Download your most recent I-94 here: https://i94.cbp.dhs.gov/
Employment Authorization Document	Valid passport biographical page	
Previously authorized CPT or OPT	I-20(s) (for CPT) And / Or EAD (for OPT)	Leave empty if no prior OPT or CPT.
Form I-20	Newest I-20 with OPT recommendation	This is only referring to the recommending I-20, not to prior I-20s

I-765 Paper Form

- Use the most current version from the USCIS website.

- Type your answers in black.

- If a question is not relevant, type **N/A** unless otherwise directed by the instructions.
-
- Complete and submit **ALL** 7 pages, even
  if some questions do not apply to you.

- Sign with **black ink.**

I-765 Paper Form Filing Evidence Post Completion OPT

1. FORM G-1145 E-Notification of Application/Petition Acceptance

2. FORM I-765 (Typed or properly completed and signed)

3. Fee: $410 (bank check/money order or credit card) payable to U.S. Department of Homeland Security

4. Copies of all issued Form I-20's (MUST include the newly issued I-20 with your DSO OPT recommendation)

5. Two passport format photos with your name and SEVIS ID# printed on the back

6. Proof of enrollment: Official or unofficial transcript

7. Photocopies of the following:

a. Previous EAD's (front and back) if applicable

b. Passport identification page

c. Visa

d. Photocopy of the most recent electronic I-94 from www.cbp.gov/I94

e. I-797 Approval Notice-COS to F1 if applicable

How to complete I-765

- Part 1: Reason for Applying

- Part 2: Information About You

- Part 3: Applicant's Statement, Contact Information, Declaration, Certification, and Signature

- Part 4 & 5: Interpreter & Preparer's Statement

- Part 6: Additional Information

Part 1: Reason for Applying

Part 1. Reason for Applying

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

1.a. ☒ Initial permission to accept employment. ⬅ Select this if you apply for **Pre or Post Completion OPT**

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. ⬅ Select this if you apply for STEM OPT
(Attach a copy of your previous employment authorization document.)

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Part 2: Information About You

- Your Full Legal Name
- Other Names Used
- Your Mailing Address: You will receive a receipt and notice about your OPT applications to this address.
- U.S. Physical Address
- SSN Information
- Your Country and Citizenship Information
- Passport & Travel Information
- I-94
- SEVIS ID
- Eligibility Category

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Part 2: Information About You

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).

▶ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

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.**

13.b. If you have been issued an SSN, type your number ensuring there is only one number in each box or leave blank.

14. If you would like to have the SSA issue a new SSN or a replacement card with your SSN on it, answer "Yes" and answer items 15 to 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)

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Part 2: Information About You

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)).

(c) (3) (B)

Eligibility Category:
Pre-Completion:
c 3 A
Post-Completion:
c 3 B
STEM OPT:
c 3 C

***The first letter of the code is **lower case** and the second letter is **upper case.**

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Part 3: Applicant's Statement

Applicant's Declaration and Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

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:

1) I reviewed and understood all of the information contained in, and submitted with, my application; and

2) All of this information was complete, true, and correct at the time of filing.

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.

Applicant's Signature

7.a. Applicant's Signature

➡ Handwrite Your Signature (DON'T touch the lines.)

7.b. Date of Signature (mm/dd/yyyy) 09/30/2018

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.

<u>Applicant's Signature</u>
7.a. Sign your name by hand and using black ink.
Your signature must fit in the box.

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Part 6: Additional Information

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)	Smith
1.b.	Given Name (First Name)	Lisa
1.c.	Middle Name	Marie

2. A-Number (if any) ▶ A-

3.a. Page Number	3.b. Part Number	3.c. Item Number
3	2	27

3.d.
CPT Authorization, Part-time, N0002584655, Job Bank Corp, 06/01/2016 – 09/03/2016, Bachelor's

You must complete Part 6.

In part 6, you should enter
- Previous OPT Information

- Previous CPT Information

- Different SEVIS ID

If you do not have any previous CPT, OPT, or other SEVIS ID used, enter N/A.

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How to Apply OPT: Step 4

STEP 4: Submit Your Application to the USCIS

Submit application online

**Within 30 days of your I-20 was issued.

Reference for Direct Filing Address for paper application

(For paper application only) to the USCIS：

USCIS website

ISO OPT filing instructions

Premium Processing

Premium Processing option is now available for I-765 Applications by filing a Form I-907. This is a separate filing fee of $1,500.

Submit application online

Reference for I-907 Instructions and Application:

USCIS website

After Filing OPT Application

1. Receive I-797 Receipt Notice (within 4 weeks)

2. Receive Approval Notice (within 3-5 months)

3. Receive an EAD and an SSN (within 3-5 months)

Check your case status at
https://egov.uscis.gov/casestatus/landing.do

Contact the USCIS if there is a significant delay with the case:
800-375-5283

EAD Card

1. Review information on EAD

2. Can only work after an official start date on EAD.

3. Any EAD errors: report an error at

https://egov.uscis.gov/e-Request/Intro.do
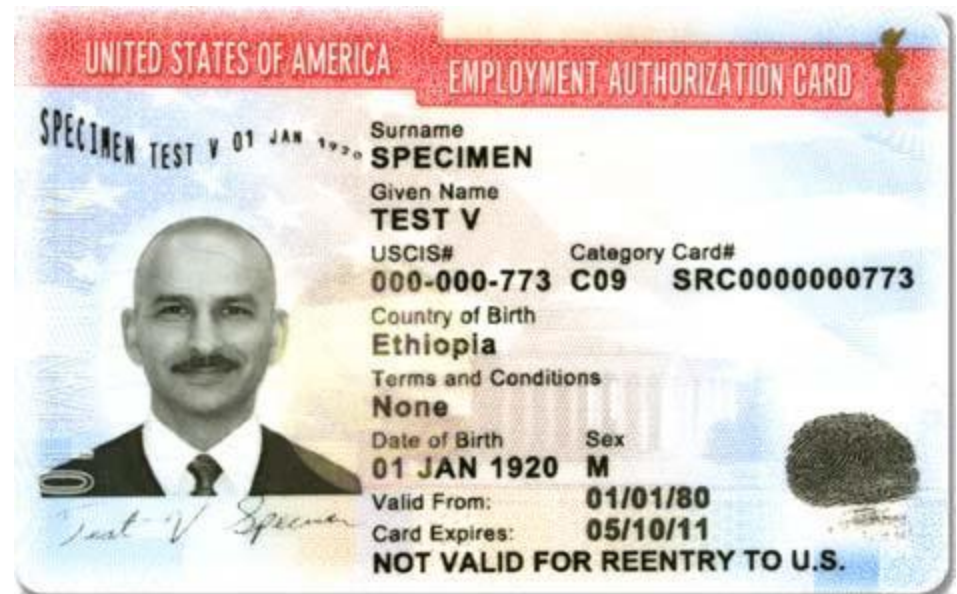
Create a SEVP Portal Account

SEVIS sends an email to students with approved OPT status.

Available Student Actions in the Portal:

Update your address.

Update employment information.

Monitor your employment authorization.

See Guidelines at

https://studyinthestates.dhs.gov/sevis-help-hub/student-records/fm-student-employment/sevis-and-the-sevp-portal

Reporting Requirements while on OPT

- Submit the following: *a copy of your EAD, *employment letter, and *Touro University OPT Reporting Form.

- Report all your employment information: Job title, job description, start date, supervisor's information, and company's EIN #.

- Changes in employment or interruption of employment.

- Changes in personal information (name changes) and address.

Employment during OPT

Only work in your major field of study.

Must engage at least 20.1 hours of OPT employment per week.

Acceptable OPT Employment:

- Paid or unpaid training (where this does not violate any labor laws)
- Multiple employers
- Short-term multiple employers
- Self-employed business owner (with the proper business licenses)

Handshake

- Handshake is a career services tool that helps you get discovered, get hired, and get connected with employers in your field.

- Touro has a contract that allows all students and alumni to create accounts via https://touro.joinhandshake.com/login

- You can view an informational video about the benefits of Handshake here: Handshake Tutorial
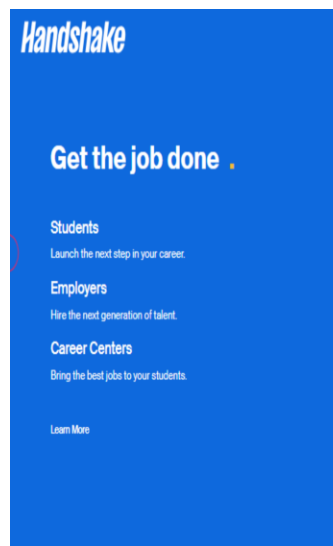
STEM OPT Extension

Description	Eligibility	Application Process
A 24-month extension of OPT employment authorization for eligible students who meet the specific requirements.	Currently in a valid OPT period. Received an eligible STEM degree (a prior degree is acceptable). Work for an E-verified employer in a STEM field. Submit a Form I-765 to the USCIS before your OPT expires.	1. File an I-983, STEM OPT extension form, and other required docs to the ISO. 2. Obtain a STEM OPT I-20 3. File a completed I-765 with the correct fee, and all other required documents. (Follow the Filing Instructions from the ISO!)

Is my degree a STEM degree?

Find a complete list of eligible STEM degrees at
[2023 DHS STEM Designated Degree Program List (ice.gov)](https://www.ice.gov)

See if the CIP code (Classification of Instructional Programs) of your major on your I-20 is listed as a STEM designated degree.

Consult with the ISO about your eligibility

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Required Documents for STEM OPT Extension

- Form I-765 and the application fee ***Online filing is recommended**

- I-983, Training Plan For STEM OPT Students

(https://www.ice.gov/sites/default/files/documents/Document/2016/i983.pdf) (*Submit it to your DSO)

- A new Form I-20 with STEM OPT recommendation

- A copy of your STEM degree

- An employment verification letter

- A copy of passport, visa, I-94, previous I-20s, and previous EAD.

- Two passport format photos.

Follow STEM OPT Filing Instructions

*** The filing fees are subject to change. Students must confirm the current fees at the USCIS website.**

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While your STEM OPT is pending

If you file your STEM OPT extension application **on time** and your OPT expires while your extension application is pending-

USCIS/ SEVIS will automatically extend your employment authorization for **180 days.** This automatic 180-day extension ceases once USCIS adjudicates your STEM OPT extension application.

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After Receiving a STEM OPT Extension

Student Reporting Responsibilities:

Submit a copy of your new EAD card and any changes in your employment and address within 10 days.

Report your employment validation <u>every 6 months</u> during your STEM OPT period.

Must submit a new I-983 for every new employer

STEM OPT Employers:

must be enrolled in E-verified, implement a formal STEM training plan, and complete a Form I-983.

Form I-983

Students:

Complete the Form I-983 with prospective employer

Submit the completed form to the DSO with employer's signature

Report your employment validation <u>every 6 months</u> to the DSO

Employers:

Work with the student to complete the Form I-983 (initial form and mid and final evaluations)

I-983 Form and instructions

[Form I-983 Overview | Study in the States (dhs.gov)](dhs.gov)

Unemployment Period during OPT

If you received	Your unemployment period	Total unemployment period
Initial Post-completion OPT	Up to 90 days	90 days
STEM OPT extension	An additional 60 days	150 days

ATTENTION: Students who exceed the maximum unemployment period will be terminated in SEVIS and lose their F-1 status and OPT employment authorization.
REPORT your employment information to the ISO ASAP.

H1B Cap-Gap Extension

Extension of Post-completion OPT, STEM OPT, or F1 status for eligible students with a pending H1B application.

Eligibility for an Extension:

Timely filed a H1B petition (usually before April 1st).

Cap-Gap extension automatically begins for eligible students (selected students for H1B status consideration). Students must contact the ISO to receive an I-20 with Cap-Gap Extension.

Work Authorization:

If a student is on valid OPT period when file a H1B application, the work authorization will be extended until the H1B application denial date or H1B status start date (October 1st).

For students who have entered the 60-day grace period are NOT authorized to work during Cap-Gap.

Travel during OPT & Cap Gap

	OPT	STEM OPT	Cap Gap
Pending Application	Avoid travel	<u>Expired OPT:</u> Don't travel <u>Valid initial OPT:</u> follow the normal travel procedure	Don't travel while a H1B is pending
Approved Application	Travel with a valid passport, F1 visa, I-20 with travel signature **(6 mts)**, EAD, and a job offer letter	Travel with a valid passport, F1 visa, I-20 with travel signature (6 mts), EAD, and a job offer letter	Travel with Valid passport, F1 visa, Cap Gap I-20, EAD, I-797 Approval Notice, an employment letter *Must return before H1B start date

Social Security Number

- You can apply for a social security number only when you have a job offer and valid work authorization (On-campus job, CPT, or OPT).

- Students should apply for an SSN using the I-765 when they apply for OPT.

- Apply at the nearest Social Security Office in person.

- SSA contact information:
- https://www.ssa.gov/agency/contact/phone.html

Grace Period
After program/ OPT completion

You will enter the 60-day grace period after completing your program of study or OPT.

Your Options:

Apply for a new program and receive a new I-20 at Touro University

- Request transfer to another institution
- Apply for OPT
- Apply for change of status; or
- Depart from the U.S.

Other Work Authorizations

- On-campus employment
- Severe Economic Hardship
- CPT

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1. On-campus employment

Description	Eligibility	Hours/ Length	Application Process
Employment on campus Direct student services (eg. Administrative services, bookstore, cafeteria)	Currently enrolled in a fulltime program Valid F1 status	20 hours during semester and 40 hours during semester break No limit on length of permit (until the end of your program)	No formal authorization **Must send a job offer letter to the ISO.**

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2. Economic Hardship Employment

Description	Eligibility	Hours/ Length	Application Process
Employment for F1 students who have severe, unforeseen economic hardship.

eg. Large devaluation of your country's currency, loss of scholarship, large tuition increase, etc. | One academic year of maintaining F1 status.

Prove unforeseen financial hardship and inability to find on-campus employment. | 20 hours during semester and 40 hours during semester break.

Up to 12 months (Renewable). | 1. Receive a recommendation from the ISO (a new I-20).

2. Apply to the USCIS with the required documents. |

3. Curricular Practical Training (CPT)

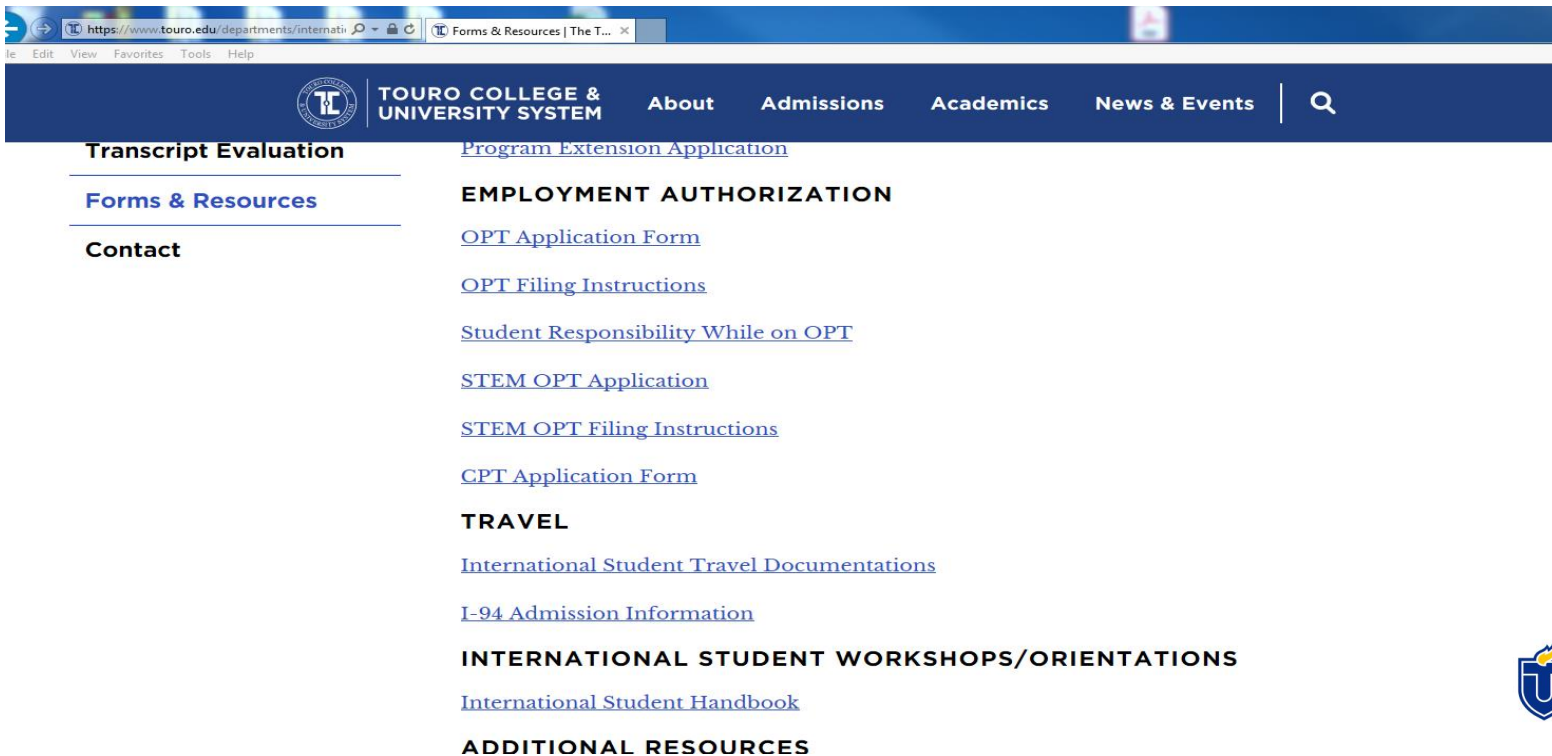| Description	Eligibility	Hours/ Length
Employment option when internship is an **integral part of an established curriculum** eg: Required internship, alternative work/study, practicum, cooperative education	One academic year of maintaining F1 status (exceptions) Required by a program: internship course	20 hours during semester and 40 hours during semester break Duration of CPT = duration of the course/ semester

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CPT Eligibility Criteria

- Be in lawful F-1 status

- Have <u>a full academic year of study</u> prior to the CPT authorization
-Exception
-Previous academic program

- <u>Enroll an internship course & Full-time status</u>

- Receive a department's recommendation for CPT

- Have a job offer that is approved by your program

- Submit all required documents to the ISO for CPT authorization before the semester start date.

CPT Application Process

1. Consult with a program advisor for an available internship course and learn about the internship requirements.

2. Look for an internship that is directly related to the internship course/ Prepare for a job offer letter.

3. Register an internship course.

4. Complete a Departmental Recommendation for CPT form with your program director/advisor/professor. Download the form from the ISO website.

5. Submit required documents to the ISO:
CPT form, job offer letter, course description, and internship contract

6. **Students can start the CPT employment only after receiving a CPT I-20 from the ISO**

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CPT Application Form

Download CPT Application from https://www.touro.edu/departments/international-students/forms--resources/

CPT Application Form

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Office of the Registrar

DEPARTMENTAL RECOMMENDATION FOR CPT

According to the federal regulations (8 CFR, 214.2 (f) 10), Curricular Practical Training (CPT) is available for students who have been maintaining their status and enrolled for a <u>full course of study</u>. To be eligible for CPT, two requirements must be met: the student's employment opportunity is <u>directly related to the major field of study</u> and it must be an <u>integral part of the established curriculum</u>. The CPT must fulfill a valid purpose for the student's program.

STUDENT INFORMATION

Name _____   Student ID# _____

Semester Requesting CPT _____   Date of CPT Request _____

Touro Student E-mail Address _____   Hours of employment per week (20 hrs ≤ Part time) _____

Company Name _____   Position Title _____

Employer Address _____

STUDENT ACKNOWLEDGEMENT

Eligibility:
- ☐ Student must have been enrolled for a full academic year except for graduate students whose program requires immediate participation of internship.
- ☐ Student must maintain FULLTIME enrollment during CPT except summer semester.
- ☐ Student must submit an affiliation agreement or internship agreement and employment letter for every CPT application form.
- ☐ Student must obtain CPT authorization/CPT I-20 from DSO prior to the beginning of employment.
- ☐ More than 12 months of full time CPT will affect the eligibility of OPT.

Required documents:
- ☐ A copy of course description as it appears in your program's course catalog
- ☐ A copy of affiliation agreement or internship agreement signed by your department chair and your employer
- ☐ A letter of employment stating: student's name, name of employer, dates of employment, job location, job title, and nature of employment

I understand that in the event CPT is authorized, it is my responsibility to insure that such authorization is adhered to and I remain in status. I also verify that I understand the above rules and I confirm that I will consult with a DSO if I am not clear about my rights and responsibilities regarding my CPT employment authorization.

Student Signature _____   Date _____

TO BE COMPLETED BY SUPERVISING DEPARTMENT

School _____   Program _____

Major/Concentration _____   Anticipated Graduation Date _____

Number of Credits Remaining to Graduate _____

Course Number for CPT _____

Description of Employment and Relationship to Curriculum

Please explain how the program of study is connected to the student's CPT Employment opportunity?

_____
_____
_____
_____
_____
_____
_____
_____
_____

Printed Name of Supervising Department Chair/Program Director _____   Signature _____

Telephone _____   E-mail Address _____   Date _____

FOR OFFICE USE ONLY (for DSO):
Approved on: _____   SEVIS Processing Date: _____
Denied on: _____   Reason for Denial: _____

Special Student Relief

Off campus employment authorization for the citizens of certain countries currently designated by Special Student Relief by DHS.

You can find a list/eligibility for each HERE under the "Special Student Relief" header.

- Are the citizen of a country specified in an FR notice.
- Have lawfully resided in the United States for the dates indicated in the FR notice.
- Have reported on time to your designated school official (DSO) and been enrolled in an SEVP-certified school since the event.
- Are currently maintaining F-1 status.
- Are experiencing severe economic hardship.

Additional information:

Study in the States Special Student Relief page

Contact the ISO

Career Development Tips

Prof. James Vaccaino

Director of Career Resource Services

Graduate School of Business

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Visit your program's website to find the Career Services team for more information about your specific field.

Any questions ?

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