

Dashew Center for International Students and Scholars

Post-Completion

Optional Practical Training (OPT)

Online Workshop



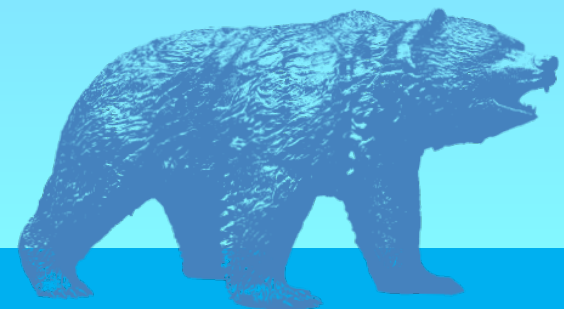
OPT Workshop Outline

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What is OPT?

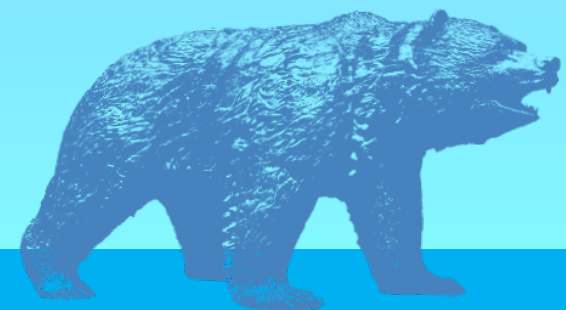
- Post-Completion Optional Practical Training (OPT) is a type of employment authorization approved by U.S. Citizenship and Immigration Services (USCIS) for eligible F-1 students interested in engaging in employment in the U.S. directly related to their major field of study after their degree completion.
- F-1 students are eligible for an initial 12 months of OPT per higher degree level achieved.
- Applicants do not need an employment offer to apply for OPT.



Eligibility Requirements

To be eligible, F-1 students:

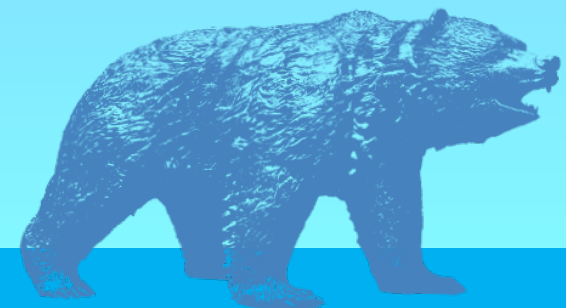
- Must have maintained valid F-1 status for at least one academic year
- Must not have had 12-months of OPT authorization for the same degree level
- Must not have accrued 12 months or more of full-time Curricular Practical Training (CPT) for the same degree level
NOTE: Part-time CPT authorization does not affect OPT eligibility.



When To Apply

Application Timeline

- OPT applications may be submitted to USCIS for processing as early as (but no earlier than) 90 days before a student's program completion date.
- USCIS requires approximately 3-4 months to approve an OPT application.
- It is highly recommended that students submit their OPT application to DCISS 3 months before a student's requested OPT start date.
- USCIS may accept applications up to 60 days after a student's program completion date. However, students applying for OPT after their program completion date may not receive the full 12 months of OPT authorization.



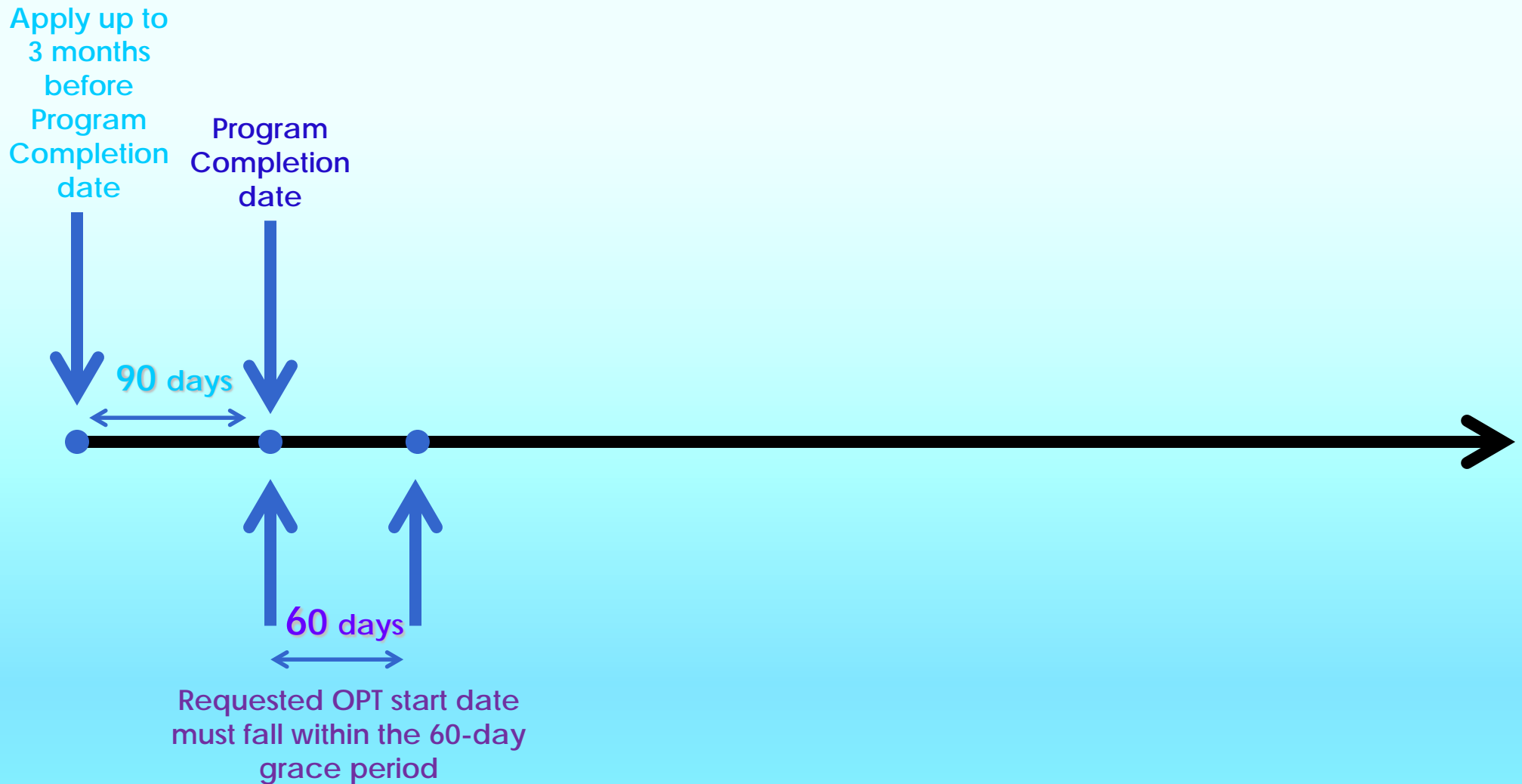
Application Timeline

Apply up to
3 months
before
Program
Completion
date

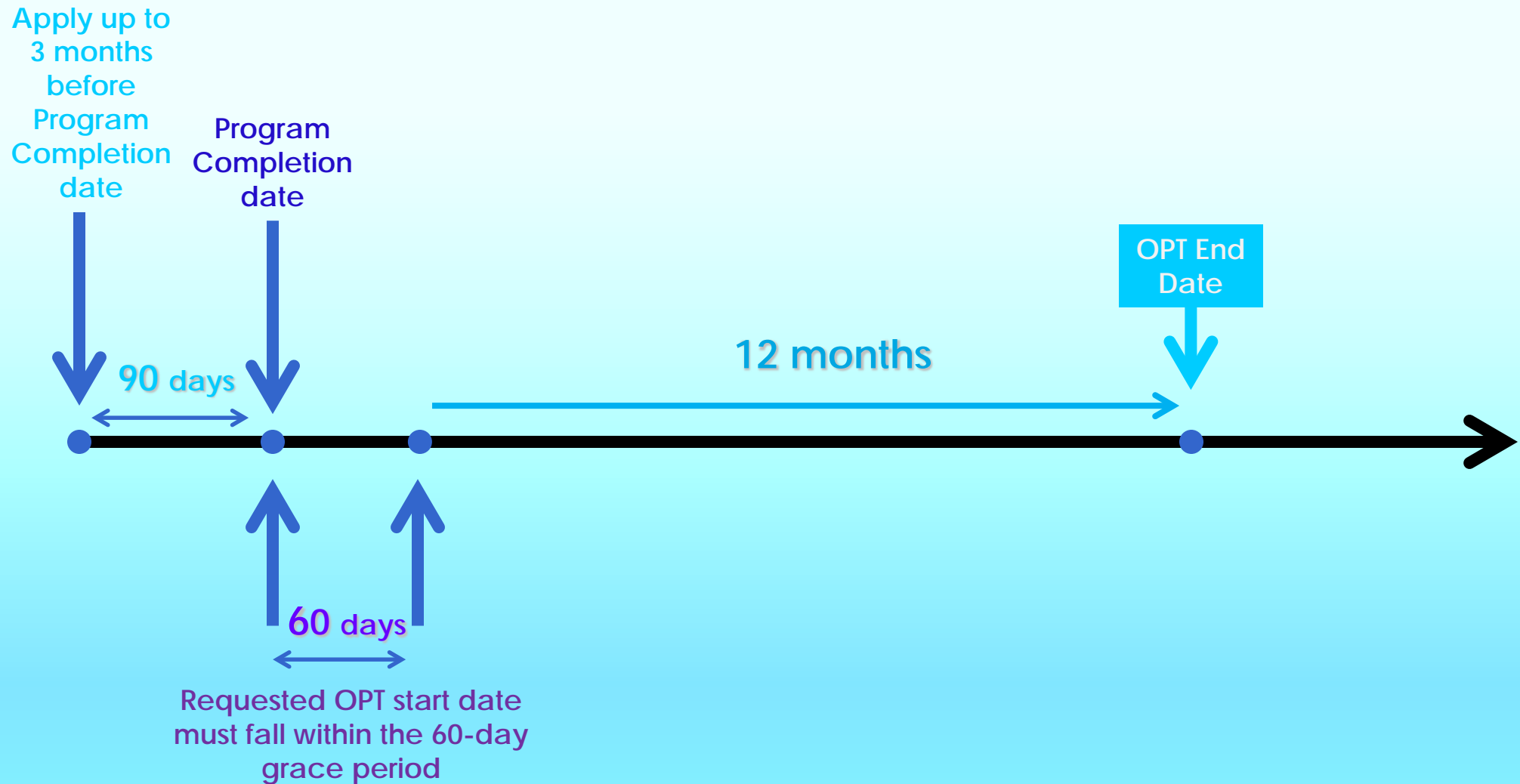
Program
Completion
date



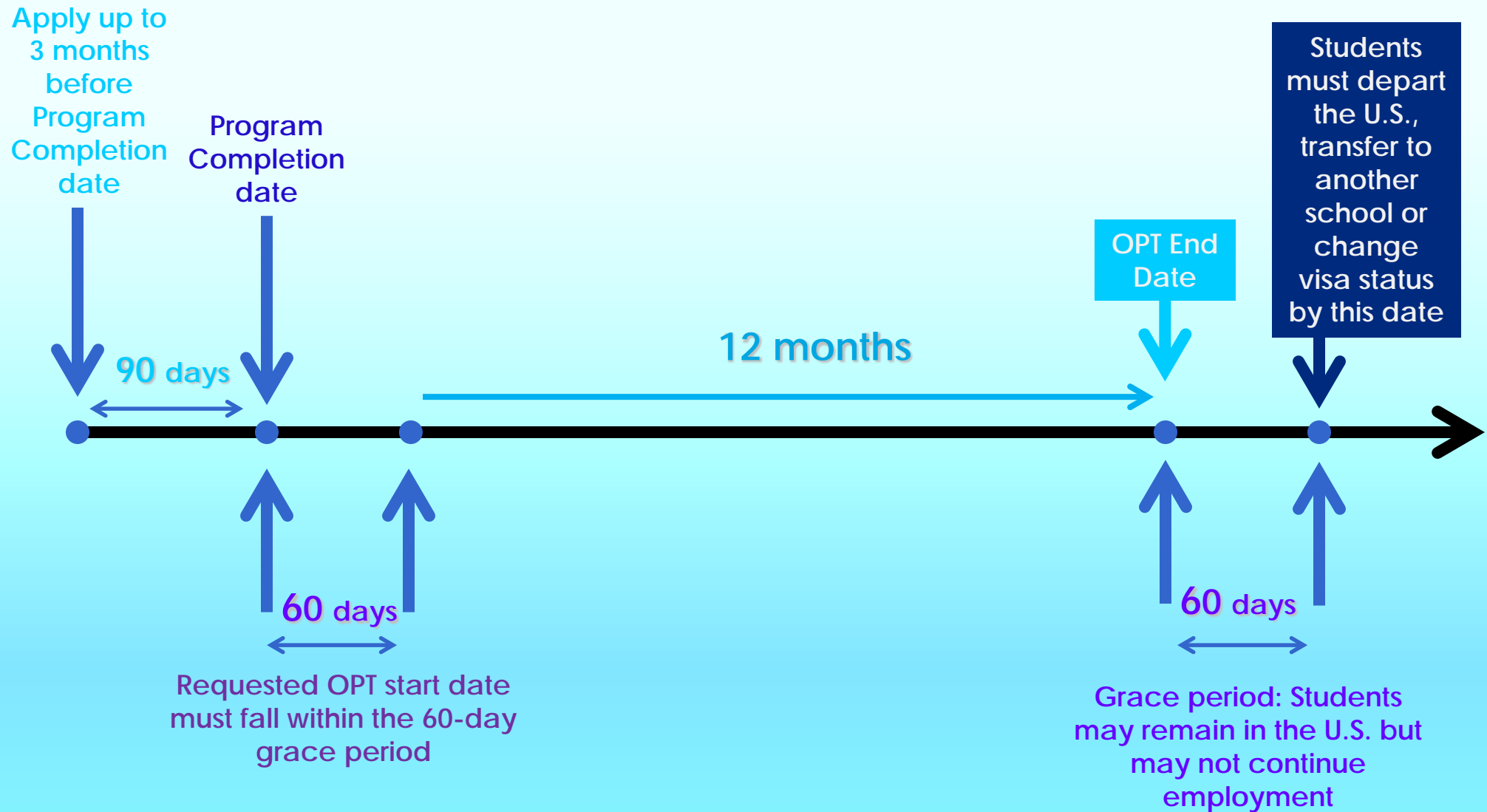
Application Timeline



Application Timeline



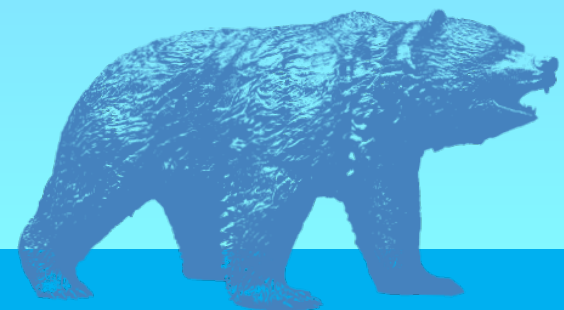
Application Timeline



OPT Start and End Dates

- Applicants must choose their OPT start date at the time of application.
- A requested OPT start date can be as early as 1 day after the program completion date and up to 60 days after the program completion date.

NOTE: Graduate students may set their program completion date to their defense date, filing date or the official quarter end date.



OPT Start and End Dates

Degree Completion

Program End Date

OPT Start Date Window

Winter Quarter 2019 ■ 03/22/2019

(earliest submission to DCISS: 01/02/2019)

Law School Spring 2019 ■ 05/17/2019

(earliest submission to DCISS: 02/13/2019)

Spring Quarter 2019 ■ 06/14/2019

(earliest submission to DCISS: 03/13/2019)

Summer Quarter 2019 ■ 09/13/2019

(earliest submission to DCISS: 06/12/2019)

Fall Quarter 2019 ■ 12/13/2019

(earliest submission to DCISS: 09/11/2019)

03/23/2019 – 05/21/2019

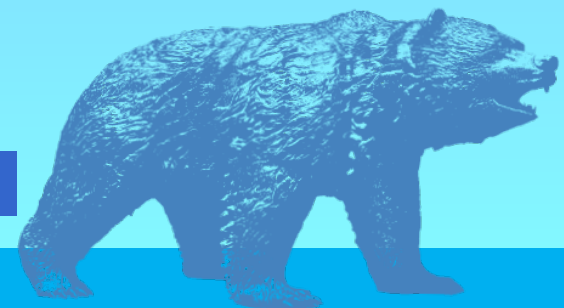
05/18/2019 – 07/16/2019

06/15/2019 – 08/13/2019

09/14/2019 – 11/12/2019

12/14/2019 – 02/11/2020

Select any date within this period as your OPT Start Date.



OPT Start and End Dates

UCLA - Dashew Center for International Students and Scholars

POST-COMPLETION OPTIONAL PRACTICAL TRAINING (OPT) REQUEST FORM

Last Name: _____ First Name: _____
(as it appears on passport) (as it appears on passport)

UCLA ID#: _____ SEVIS ID#: N _____

Major: _____ Date of Birth: _____

Email: _____ Phone: _____

Citizenship: _____ Expected Degree Completion Term: _____

POST-COMPLETION OPT REQUEST DATES

Start Date: 12 15 2018 End Date: 12 14 2019
Month Day Year Month Day Year

Please Note: Requested OPT start and end dates cannot be changed once the OPT application has been submitted to USCIS.

- ☐ [Post Form](#) ([https://www.dhs.gov/e-apply/passport/post-form](#))
- ☐ Verification of Degree Completion Form
- ☐ \$410 check or money order made payable to 'U.S. Department of Homeland Security'
(write your date of birth and SEVIS ID number on the front of the check)
- ☐ 2 U.S. style passport photos. Please see [U.S. Style Passport Photo Guidelines](#)
(write your name and SEVIS ID number on back of each photo)
- ☐ 2 Copies of your I-94 Admission Record
• Electronic I-94: Access and print record here: <https://i94.cbp.dhs.gov/i94/#/home>
• OR Paper I-94 Card: Please copy both front and back sides
- ☐ 2 Copies of your most recent U.S. entry stamp in passport
- ☐ 1 Copy of all CPT I-20s (if applicable)
- ☐ 1 Copy of any previous I-20s and/or DS-2019s with previous SEVIS IDs (if applicable)
- ☐ 1 Copy of your passport photo page (must not expire for at least 6 months)

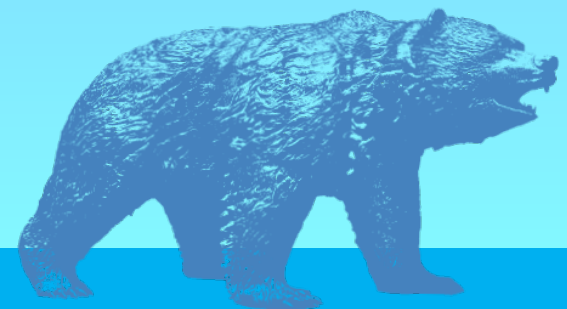
FOR DCISS USE ONLY	INIT: _____ DATE: _____
	<input type="checkbox"/> Restriction Holds <input type="checkbox"/> Current Enrollment <input type="checkbox"/> Past Enrollment <input type="checkbox"/> Funding

- STEP 1: Complete DCISS Online OPT Workshop**
- STEP 2: Pay the DCISS OPT Administrative Processing Fee Online**
- STEP 3: Prepare and complete OPT Application Materials**
- STEP 4: Submit completed OPT Application to DCISS during a weekly OPT Hand-In Session:**

Every Wednesday from 3PM – 4PM

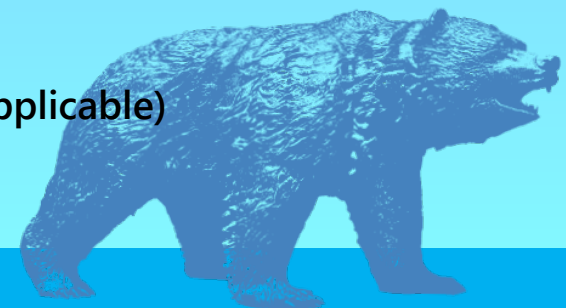
Every Thursday from 3PM – 4PM

If you are unable to attend an OPT Hand-In Session, please contact DCISS at 310-825-1681 to schedule an appointment with an F-1 Counselor to submit your OPT application.



OPT Application Materials

- \$40 OPT Administrative Processing Fee – Paid Online (Print Payment Receipt)
- Update your email address in [MyUCLA](#) (make sure that you will have access to this email address after graduation, because it will be listed in your F-1 SEVIS record and used to create your SEVP Portal account)
- [Post-Completion OPT Request Form](#)
- [I-765 Form](#)
- [Verification of Degree Completion Form](#)
- \$410 check or money order made payable to 'U.S. Department of Homeland Security' – Write your date of birth and SEVIS ID number on front of the check
- [2 U.S. style passport photos](#) – Photos must have been taken within 3 months of OPT application submission. Write your name and SEVIS ID number on back of each photo.
- 2 copies of your I-94 Admission Record
 - Electronic I-94: Print record from [CPB I-94 website](#)
 - OR Paper I-94: Copy both front and back sides
- 2 copies of the most recent U.S. entry stamp in your passport
- 1 copy of all CPT I-20s (if applicable)
- 1 copy of any previous I-20s and/or DS-2019s with previous SEVIS IDs (if applicable)
- 1 copy of passport photo page

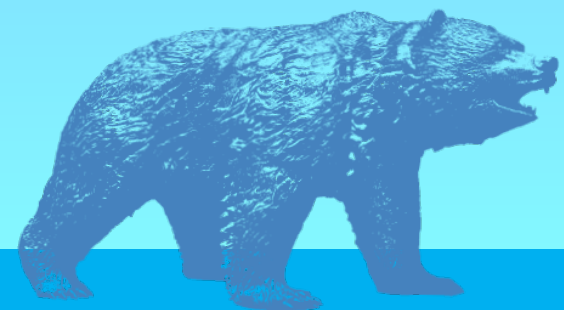


OPT Administrative Processing Fee

The DCISS OPT Administrative Processing Fee is paid to maintain systems required by the U.S. Department of Homeland Security to maintain a student's F-1 SEVIS record during their OPT period.

SEVIS maintenance fees are covered for current, enrolled UCLA students through enrollment fees. Since students will not be enrolled at UCLA during their OPT period, they will be charged an OPT Administrative Processing Fee by DCISS, as SEVIS record maintenance is still required during a student's OPT period to allow DCISS to process F-1 benefits such as travel authorization, I-20 requests, STEM OPT Extension and Cap Gap requests, and OPT employment and address updates.

Students are required to pay the DCISS OPT Administrative Processing Fee each time they apply for Post-Completion OPT or STEM OPT Extension.



OPT Administrative Processing Fee

The DCISS OPT Administrative Processing Fee for the initial 12-Month Post-Completion OPT application is \$40.00

To Pay the fee:

- Log in to your DCISS account
- Click on the 'Pay' link for 'F-1 OPT: Initial 12-Months'

The screenshot shows a web interface for paying the OPT Administrative Processing Fee. On the left is a sidebar with navigation links: 'OPT Administrative Processing Fee' (highlighted) and 'My Payments'. The main content area is titled 'OPT/Academic Training Administrative Processing Fee' and 'OPT Administrative Processing Fee'. It contains a paragraph explaining that the fee is required to maintain visa status and SEVIS record at UCLA after graduation, intended for Post-Completion OPT purposes only. Below this is a table with two rows of payment options, each with a 'Pay' button.

OPT/Academic Training Administrative Processing Fee			
OPT Administrative Processing Fee			
The DCISS OPT Administrative Processing Fee is required to maintain your visa status and SEVIS record at UCLA after graduation. The fee is intended for Post-Completion OPT purposes only. Please submit the payment only if you are applying for Post-Completion OPT.			
F-1 OPT: Initial 12 Months::	\$40.00		Pay
F-1 OPT: STEM Extension::	\$380.00		Pay

OPT Administrative Processing Fee

- Follow the instructions on the payment site to pay the OPT Administrative Processing Fee by debit or credit card.



- To review your payment submission, click on 'My Payments' and a record of your payment submission will appear.

OPT Administrative Processing Fee

» OPT Administrative Processing Fee

» My Payments

Payment History

Your payment has been sucessfully recorded.

Order ID	Amount	Order Items	Date
5-PD010101-8D28DCF8922B5E7	\$40.00	Initial 12-Month Fee	10/1/2016 11:15AM

Sample

OPT Administrative Processing Fee Payment Receipt

- Receipt of your payment will be sent to your email address from UCLA Corporate Financial Services.
- Print a copy of your payment receipt for your OPT application submission.

From: noreply@finance.ucla.edu
Subject: Thank you for your payment
Date: 01 October 2016 11:15AM
To: joebruin@ucla.edu

Receipt Number: 1234567
Customer: 44815DCISS
DCISS eMARKET
Current Date: 10/01/2016


UCLA eMARKET reference number: 5-PD010101-8D28DCF8922B5E7


Description	Amount
Initial 12-Month SEVIS User Fee	\$40.00
Total:	\$40.00

Payments Received	Amount
CC	\$40.00
Visa XXXX XXXX XXXX 9876	
Authorization # 02468B	
Total:	\$40.00

Thank you for your payment.

Please type and print the I-765 Form, or if completing by hand, use black ink only!

 Application For Employment Authorization Department of Homeland Security U.S. Citizenship and Immigration Services		USCIS Form I-765 <small>OMB No. 1615-0040 Expires 05/31/2020</small>
For USCIS Use Only	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Authorization/Extension Valid From _____ <input type="checkbox"/> Authorization/Extension Valid Through _____ </div> <div style="border: 1px solid black; width: 150px; height: 40px; text-align: center;"> Fee Stamp </div> <div style="border: 1px solid black; width: 150px; height: 100px; text-align: center;"> Action Block </div> </div> <div style="margin-top: 5px;"> Alien Registration Number A- </div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"> Remarks </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any). </div> <div style="width: 10%; text-align: center;"> <input type="checkbox"/> Select this box if Form G-28 is attached. </div> <div style="width: 40%;"> Attorney or Accredited Representative USCIS Online Account Number (if any) </div> </div>		
<p>► START HERE - Type or print in black ink.</p>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Part 1. Reason for Applying </div> <p>I am applying for (select only one box):</p> <p>1.a. <input type="checkbox"/> Initial permission to accept employment.</p> <p>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.</p> <p style="font-size: small;">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>1.c. <input type="checkbox"/> Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)</p> </div> <div style="width: 50%;"> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Other Names Used </div> <p style="font-size: small;">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> <div style="margin-bottom: 5px;"> 2.a. Family Name (Last Name) </div> <div style="margin-bottom: 5px;"> 2.b. Given Name (First Name) </div> <div style="margin-bottom: 5px;"> 2.c. Middle Name </div> <div style="margin-bottom: 5px;"> 3.a. Family Name (Last Name) </div> <div style="margin-bottom: 5px;"> 3.b. Given Name (First Name) </div> <div style="margin-bottom: 5px;"> 3.c. Middle Name </div> <div style="margin-bottom: 5px;"> 4.a. Family Name (Last Name) </div> <div style="margin-bottom: 5px;"> 4.b. Given Name (First Name) </div> <div style="margin-bottom: 5px;"> 4.c. Middle Name </div> </div> </div>		
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Part 2. Information About You </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Your Full Legal Name </div> <div style="margin-bottom: 5px;"> 1.a. Family Name (Last Name) </div> <div style="margin-bottom: 5px;"> 1.b. Given Name (First Name) </div> <div style="margin-bottom: 5px;"> 1.c. Middle Name </div>		



Application For Employment Authorization

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

USCIS
Form I-765
OMB No. 1615-0040
Expires 05/31/2020

<p><input type="checkbox"/> Authorization/Extension Valid From _____</p> <p><input type="checkbox"/> Authorization/Extension Valid Through _____</p> <p><small>For USCIS Use Only</small></p>	<p style="text-align: center;">Fee Stamp</p>	<p style="text-align: center;">Action Block</p>
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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.)

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

Representative Number (if any)

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Including aliases, space to Part 6.

Form I-765 05/31/18

Page 1 of 7

Select
"Initial permission
to accept
employment"

Provide your full legal name as shown on your passport



Part 2. Information About You

Your Full Legal Name

1.a. Family Name (Last Name)


BRUIN

1.b. Given Name (First Name)

Josie

1.c. Middle Name

Provide all other names you have ever used, including aliases, maiden name, and nicknames



Other Names Used

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**.

Additional Information.

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

- The mailing address here must be valid for at least 4 months into the future from your OPT application submission date.
- This address must be an address in the U.S.
- This address may be a residential, commercial, or P.O. Box address.
- The EAD card will be shipped to the address you provide here.

If you listed a 'U.S. Mailing Address' that is NOT your current, physical address, select "No," complete #7.a – 7.d., and provide the name of someone who resides at that address in the 'In Care of Name' field, 5.a.

Part 2. Information About You (continued)

Your U.S. Mailing Address

5.a. In Care Of Name (if any)

5.b. Street Number and Name

5.c. ☐ Apt. ☐ Ste. ☐ Flr.

5.d. City or Town

5.e. State

5.f. ZIP Code

[\(USPS ZIP Code Lookup\)](#)

6. Is your current mailing address the same as your physical address?

☒ Yes ☐ No

NOTE: If you answered "No" to Item Number 6., provide your physical address below.

If you answered "No" for Question #6, please provide your physical address here



U.S. Physical Address

7.a. Street Number and Name

7.b. ☐ Apt. ☐ Ste. ☐ Flr.

7.c. City or Town

7.d. State 7.e. ZIP Code

If you have ever applied for benefits from U.S. Citizenship and Immigration Services, you may have an A-Number (also known as a USCIS-Number)

F-1 students usually do not have a USCIS Online Account Number

- Check "No" if you have never applied for an EAD from USCIS
- Check "Yes" if you have previously applied for an EAD. You must provide copies of your previous EADs
- This question does not apply to previous on-campus employment or CPT

Other Information

8. Alien Registration Number (A-Number) (if any)

▶ A-

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9. USCIS Online Account Number (if any)

▶

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

10. Gender

☐

Male

☐

Female

11. Marital Status

☐

Single

☐

Married

☐

Divorced

☐

Widowed

12. Have you previously filed Form I-765?

☐

Yes

☐

No

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

☐ Yes ☐ No

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

If you currently have a Social Security Number (SSN), enter the number here.

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

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If you currently do not have a Social Security Number and would like to apply for one with your OPT application, please check 'Yes' for Questions #14 & 15 and complete #16.a. - 17.b.

You will receive your Social Security Card in the mail 2 weeks after you receive your EAD card.

Check 'No' for Questions #14 & 15 if you do not want a new or replacement Social Security Card.

- 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)

List all countries of citizenship, as applicable. Use Part 6 of the I-765 Form if you have more than two countries of citizenship

Please submit copies of all country passports if you have more than one country of citizenship.

List the name of the country as it was named when you were born, even if its name has changed

Make sure your Date of Birth is in the correct format:
MONTH/DAY/YEAR

(01/31/1998 not 31/01/1998)

Your Country or Countries of Citizenship or Nationality

List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in **Part 6. Additional Information**.

18.a. Country

18.b. Country

Place of Birth

List the city/town/village, state/province, and country where you were born.

19.a. City/Town/Village of Birth

19.b. State/Province of Birth

19.c. Country of Birth

Date of Birth (mm/dd/yyyy)

Enter the information directly from your passport

Your most recent U.S. entry date can be found on your paper or electronic I-94 Admission Record

The name of the Port of Entry city from your most recent entry can be found in your passport admission stamp

You can find your SEVIS number on the top left side of your current I-20

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)

Enter your I-94 Number here.

21.b. Passport Number of Your Most Recently Issued Passport

21.c. Travel Document Number (if any)

21.d. Country That Issued Your Passport or Travel Document

This should match the country of citizenship on your I-20

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)

23. Place of Your Last Arrival Into the United States

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

Enter immigration status at your last arrival and current immigration status (for most applicants, this should be 'F-1 Student')

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)

N-

Sample

Electronic I-94 Admission Record



U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number : **123456789 11**

Most Recent Date of Entry: **2017 January 02**

Class of Admission : **F1**

Admit Until Date : **D/S**

Details provided on the I-94 Information form:

Last/Surname :	BRUIN
First (Given) Name :	JOE
Birth Date :	1996 January 01
Passport Number :	A123456789
Country of Issuance :	Bruinland

I-94 Number

**Retrieve a copy of your
Electronic I-94
Admission Record on
the
CBP Website:**

<https://i94.cbp.dhs.gov/I94/#/home>

Sample

Most Recent U.S. Entry Stamp

Date of Last
Entry to the
U.S.

Place of
Last Entry



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)).

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

(c) (3) (B)

Skip questions 28 – 31.b.

Select 1.a. to indicate
that you have read and
understood the
questions



**Part 3. Applicant's Statement, Contact
Information, Declaration, Certification, and
Signature**

NOTE: Read the **Penalties** section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.


Applicant's Statement

NOTE: Select the box for either **Item Number 1.a.** or **1.b.** If applicable, select the box for **Item Number 2.**

- 1.a. ☒ I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.
- 1.b. ☐ The interpreter named in **Part 4.** read to me every question and instruction on this application and my answer to every question in
,
a language in which I am fluent, and I understood everything.
2. ☐ At my request, the preparer named in **Part 5.**,
,
prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

3. Applicant's Daytime Telephone Number
4. Applicant's Mobile Telephone Number (if any)
5. Applicant's Email Address (if any)
6. ☐ Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.



Provide your
information as
requested

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

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.

**Read the entire
declaration
carefully**

**Hand sign your name
and provide the date
of the signature**

Skip Parts 4 and 5

Part 4. Interpreter's Contact Information, Certification, and Signature

Provide the following information about the interpreter.

Interpreter's Full Name

- 1.a. Interpreter's Family Name (Last Name)
- 1.b. Interpreter's Given Name (First Name)
2. Interpreter's Business or Organization Name (if any)

Part 4, Page 4

Part 4. Interpreter's Contact Information, Certification, and Signature

Interpreter's Mailing Address

- 3.a. Street Number and Name
- 3.b. ☐ Apt. ☐ Ste. ☐ Flr.
- 3.c. City or Town
- 3.d. State 3.e. ZIP Code
- 3.f. Province
- 3.g. Postal Code
- 3.h. Country

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number
5. Interpreter's Mobile Telephone Number (if any)
6. Interpreter's Email Address (if any)

Interpreter's Certification

I certify, under penalty of perjury, that:

I am fluent in English and , 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.

Interpreter's Signature

- 7.a. Interpreter's Signature
- 7.b. Date of Signature (mm/dd/yyyy)

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant

Provide the following information about the preparer.

Preparer's Full Name

- 1.a. Preparer's Family Name (Last Name)
- 1.b. Preparer's Given Name (First Name)
2. Preparer's Business or Organization Name (if any)

Preparer's Mailing Address

- 3.a. Street Number and Name
- 3.b. ☐ Apt. ☐ Ste. ☐ Flr.
- 3.c. City or Town
- 3.d. State 3.e. ZIP Code
- 3.f. Province
- 3.g. Postal Code
- 3.h. Country

Preparer's Contact Information

4. Preparer's Daytime Telephone Number
5. Preparer's Mobile Telephone Number (if any)
6. Preparer's Email Address (if any)

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant (continued)

Preparer's Statement

- 7.a. ☐ I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.
- 7.b. ☐ I am an attorney or accredited representative and my representation of the applicant in this case ☐ extends ☐ does not extend beyond the preparation of this application.

NOTE: If you are an attorney or accredited ay need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

Preparer's Certification

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the **Applicant's Declaration and Certification**, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

Preparer's Signature

- 8.a. Preparer's Signature
- 8.b. Date of Signature (mm/dd/yyyy)

Part 6 needs to be completed ONLY if:

- You have previously had other SEVIS IDs
- You have ever been authorized for CPT or OPT

If neither of these apply to you, leave Part 6 blank and you are done with the I-765

If you have had previous CPT authorization, please list all periods of part-time or full-time CPT, the appropriate degree objective and the employer's name.

Please submit copies of any/all CPT I-20s.

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number, Part Number, and Item Number** to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) ► A-

3.a. Page Number	3.b. Part Number	3.c. Item Number
<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="27"/>

3.d.

If you were previously authorized for OPT, please complete this section

If you have previously been authorized for OPT, provide your USCIS # (located on your previous EAD card) here

Please list any periods of authorized part-time or full-time OPT, and the appropriate degree objective(s).

Please submit copies of any/all EAD cards.

(you may need to contact your previous schools if you are missing any of this 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)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) A-

1	2	3	4	5	6	7	8	9
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3.a. Page Number 3.b. Part Number 3.c. Item Number

3.d. Full-time Post-Completion OPT
(Bachelor's level)
07/15/2017 - 07/14/2018 YSC1234567890
See attached documentation for
previous OPT authorization.

If you previously attended UCLA or another U.S. institution in F, J or M status and were issued a SEVIS ID number that is different from your current SEVIS ID, please complete this section.

Please list all previously used SEVIS numbers from all previous F/J/M programs in the U.S., including high school, short stays, community colleges, or previous I-20s at UCLA.

Please submit copies of those I-20s and DS-2019s.

(you may need to contact your previous school(s) if you are missing any of this 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)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) ► A-

3.a. Page Number	3.b. Part Number	3.c. Item Number
<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="12"/>

3.d.

I-765 Form

You have completed the I-765 Form!

Review all the information on the form for accuracy. You must submit ALL 7 pages of the I-765.

Make a copy of your completed I-765 application to keep for your records, in case there is a problem with the application.

\$410 OPT Application Fee

USCIS accepts the following payment methods for the \$410 OPT application fee:

- **Personal Check:** Use a check from your personal debit/bank account. Funds will be drawn directly from your personal bank account.

Note: Providing a personal check with insufficient funds will result in a denial of your application.

- **Cashier's Check:** Go to your local bank (where you have your debit account) and request for a Cashier's Check. A Cashier's Check is a draft guarantee drawn from your bank's own funds. Your bank will withdraw funds from your personal account to create the Cashier's Check.
- **Money Order:** A money order can be purchased at a U.S. post office, Western Union or CVS/pharmacy. Cash will need to be exchanged to obtain a money order for a specified amount.

Note: DCISS recommends using a Personal Check or Cashier's Check. A Personal Check or Cashier's Check can be tracked, and are more secure payment methods since they are guaranteed by a bank.

Sample

\$410 OPT Application Fee

Joe Bruin 12345 Main Street Los Angeles, CA 90095		1234
Pay to the order of: <u>U.S Department of Homeland Security</u>		<u>Date</u>
		<div>\$410.00</div>
<u>Four Hundred Ten and 00/100</u>		Dollars
Name of Bank Address of Bank		
DOB: 01/01/1996 SEVIS ID#: N0000000000		<i>Joe Bruin</i>
<u>Memo</u>		

Write your
Date of Birth
(MM/DD/YYYY) and
your SEVIS ID # in the
memo section.

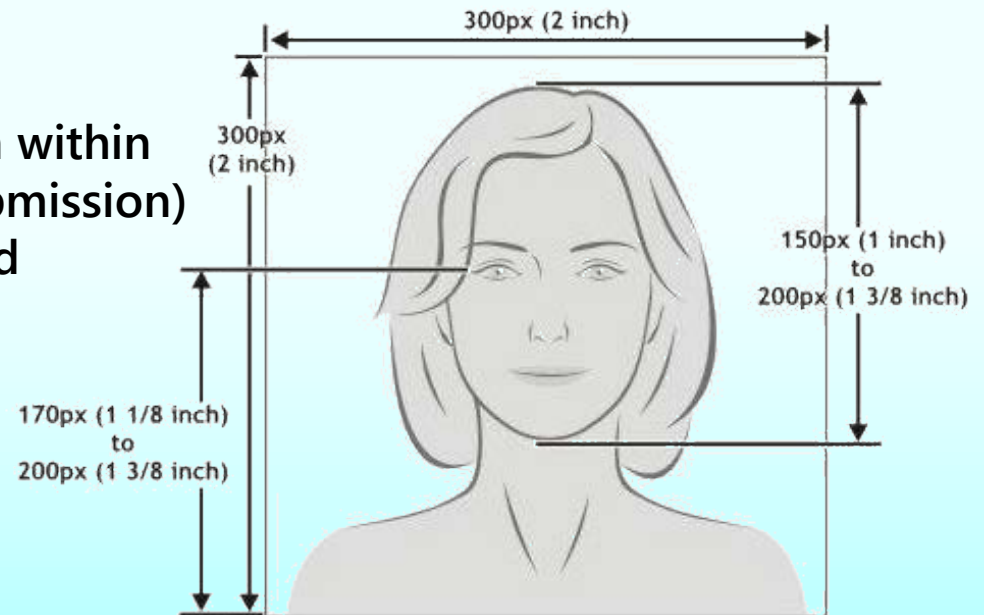
Note: Do NOT write on the
back of your Personal
Check or Cashier's
Check.

Sample

U.S. Style Passport Photos

Photo Requirements

- Photo must be new and recent (taken within 3 months of your OPT application submission)
- Photo cannot be the same photo used for your F-1 Visa or Passport
- Photo must be 2 inches by 2 inches
- White background only
- Neutral expression only
- Eyes and ears must be visible
- No glasses or eyewear



**Write LAST NAME, First Name
and SEVIS ID Number on
back side of photos.**

Recommended locations to have your photo taken:

Campus Photo Studio
Ackerman Union A-Level
310-206-8433

FedEx Office Ship & Ship Center
Westwood Location:
10924 Weyburn Ave, Los Angeles, CA 90024 • 310-443-5501
Wilshire South Location:
1520 Westwood Blvd, Los Angeles, CA 90024 • 310-475-0789

Verification of Degree Completion

Form must be signed by an Academic Counselor or Student Affairs Officer (SAO). Your Academic Counselor or SAO must confirm your expected program completion date.

Undergraduate students must be enrolled in at least one degree required course taken on campus during their final quarter.

UCLA Dashew Center for International Students and Scholars

VERIFICATION OF DEGREE COMPLETION

Optional Practical Training (OPT) is designed to provide F-1 students an opportunity to gain practical experience in their field of study. Students may apply for OPT as early as 90 days before the completion date of their degree program. U.S. Citizenship and Immigration Services (USCIS) considers a student's completion date as the date the degree requirements are completed, not the date that students participate in their commencement ceremony. Graduate students may use their defense date, filing date, or the actual quarter end date as their completion date. Graduate students may not continue to work or receive funding/financial support from their department after their completion date.

Student's Name: _____
Last Name First Name

UCLA ID #: _____ Date of Birth: _____
Month Day Year

TO BE COMPLETED BY ACADEMIC DEPARTMENT

I verify that the student is expected to complete their degree requirements by:

_____ Academic Term: _____
Month Day Year

Academic Program / Major: _____

Degree to be awarded at time of completion: ☐ Bachelor's ☐ Master's ☐ Doctorate

Student's Cumulative GPA: _____ Number of Units Currently Completed: _____

Additional Comments:

Name of Student Affairs Officer (SAO)
or Academic Counselor

Signature of SAO or Academic Counselor

School / Department

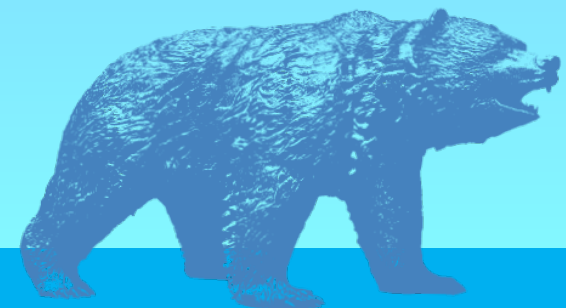
Phone / Extension

Date



UCLA 106 Bradley International Hall 417 Charles Young Drive West, Los Angeles, CA 90095-1578 Phone: 310-825-1821 Fax: 310-206-1612

- **Return to DCISS to sign OPT I-20**
 - Applicants must return to DCISS one week after their OPT submission date to sign their OPT I-20.
Note: Failure to sign the OPT I-20 on time will result in the cancellation of the OPT application.
- DCISS can **only** mail out your OPT application to USCIS for processing after you have signed your OPT I-20.
- Applicants will receive a I-797 Notice of Action Receipt Notice from USCIS in approximately 4 weeks from the date the OPT application was received by USCIS.



Next Steps

After OPT Application Submission to DCISS

- Applicants can check the status of their OPT application online using the receipt number in their I-797 Notice of Action Receipt Notice: USCIS Case Status: <https://egov.uscis.gov/casestatus/landing.do>
- Applicants will receive a Notice of Approval letter from USCIS in approximately 3-4 months from the date their OPT application was received by USCIS.
- Applicants will receive their Employment Authorization Document (EAD) card approximately 3-4 months from the date the OPT application was received by USCIS.
- Once your OPT application has been approved and your OPT start date has been reached, you will receive an email from SEVP with a link to create a SEVP Portal account. Follow the instructions provided in the email to create your account. If you are locked out of your SEVP Portal account, email OPT@saonet.ucla.edu for assistance.



Sample

Employment Authorization Document (EAD)

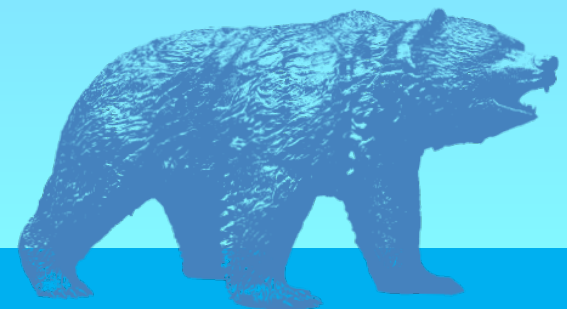


Note: You may only begin employment once you have physically received your EAD Card and your EAD Card 'Valid From' date has been reached.

EAD Card Restrictions

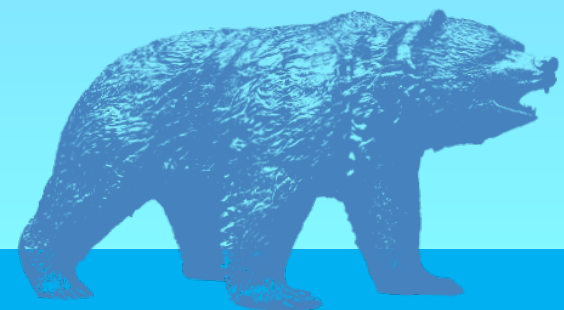
- Students may not begin employment until they have received their Employment Authorization Document (EAD) card and the start date as indicated on the EAD card has been reached.
- Students may not continue working beyond the end date of the EAD card.

Exception: Students with a timely filed, pending 24-month OPT STEM Extension application or a valid Cap-Gap I-20 may continue employment beyond their OPT end date without receiving a new EAD card.



OPT Employment Restriction

- Students on OPT have a total of **90 calendar days** (including weekends and holidays) of allowed unemployment time during their 12-month OPT period that begins on the start date of their EAD card.
- OPT employment must be directly related to the student's degree program/major field of study (employment directly related to minor fields of study is not allowed).
- OPT employment must be appropriate for the student's degree level.



OPT Employment Types

- **Paid Employment:** A student may work part time (at least 20 hours per week), or full-time.
- **Multiple Employers:** A student may work for more than one employer, but all employment must be related to the student's degree program. Employment for 1 employer must be at least 20 hours per week.
- **Short-term multiple employers (performing artists):**
A student, such as a musician or other type of performing artist, may work for multiple short term employers (gigs). The student should maintain a list of all gigs, the dates and duration. Employment must be at least 20 hours per week.
- **Work for Hire:** This is commonly referred to as 1099 employment, where an individual performs a service based on a contractual relationship rather than employment relationship. If requested by DHS, the student must be prepared to provide evidence showing the duration of the contract period and the name and address of the contracting company. Employment must be at least 20 hours per week.

OPT Employment Types

- **Self-Employed Business Owner:** A student on OPT may start a business and be self-employed. The student must be able to prove that he or she has the proper business licenses and is actively engaged in a business related to the student's degree program. Employment must be at least 20 hours per week.
- **Employment Through an Agency or Consulting firm:** A student on OPT must be able to provide evidence showing he or she worked an average of at least 20 hours per week while employed by the agency.
- **Unpaid Employment:** A student may work as a volunteer or unpaid intern, where this practice does not violate any U.S. labor laws. The work must be at least 20 hours per week. A student must be able to provide evidence acquired from the student's employer to verify that the student worked at least 20 hours per week during the period of employment.

OPT Reporting Requirements

After you receive your EAD:

Submit Copy of EAD Card to DCISS

- Submit a copy of the front and back sides of your EAD card to DCISS by email: OPT@saonet.ucla.edu

F-1 students on OPT are required to report the following information within 10 days of any change during their OPT period through the [SEVP Portal](#):

1. OPT Employment Status

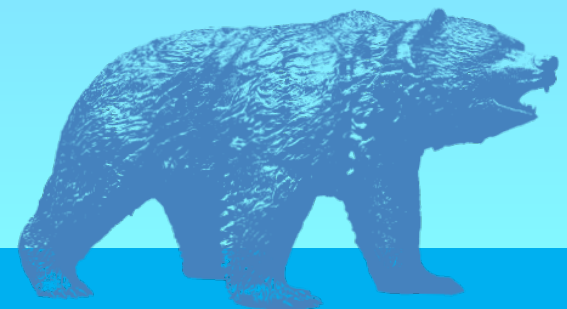
- Job title and description of how the job is related to your degree
- Start and end dates of employment
- Company name, address and phone number

2. Change of Contact Information

- Change of residential address or U.S. telephone number

Cap Gap I-20: Transition to H-1B

- Cap Gap – a period in which a student's F-1 status and OPT authorization is automatically extended to bridge the gap between the end of their F-1 status and the start of their H-1B status.
- The most common situation occurs when a student's OPT ends in the spring or summer and their F-1 status expires 60 days later, leaving a gap of several months before the start of the student's H-1B status on October 1.
- The Cap Gap I-20 will automatically extend a student's F-1 status and OPT authorization without requiring a new EAD card.



Cap Gap I-20 Request

- The Cap Gap is available to F-1 students in all fields of study engaging in OPT with pending or approved cap-subject H-1B petitions.
- Submit the following to DCISS to request a Cap-Gap I-20:
 1. Completed [I-20 Request Form](#)
 2. Copy of H-1B Receipt Notice or Approval Notice from USCIS
 3. Copy of front and back of EAD Card
 4. Report any/all OPT employment through the [SEVP Portal](#)
 5. Current Shipping Address with Postal Code
 - Select Preferred Delivery Method:
 - Option 1: Regular USPS Mail (no mail tracking or expedited delivery services, free-of-charge, 3-4 week delivery timeframe)
 - Option 2: FedEx Express Mail (tracking and express delivery services, must provide DCISS with a FedEx Account # to cover shipping fees)
 - Open a FedEx Account #:
 - Online: www.fedex.com
 - In-Person: Go to a local FedEx Office location to open an account

Travel Abroad During OPT

F-1 students who have applied for OPT are able to travel overseas and return to the U.S. in F-1 status as long as they have the required documents for re-entry:

Documents required to re-enter the U.S. in valid F-1 status **BEFORE degree completion indicated on OPT I-20*:**

- Valid Passport
- Valid F-1 Visa
- **Endorsed OPT I-20** (each travel authorization signature is valid for **6 months** from the date it was last signed and must be valid at the time of entry to the U.S.)

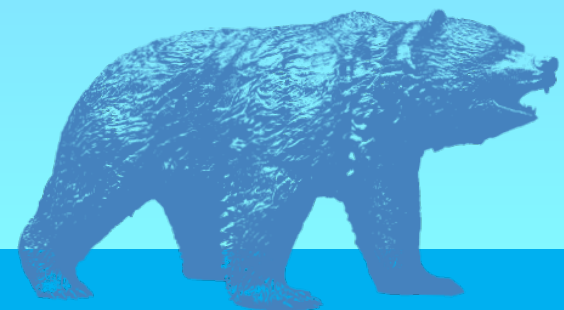
* DCISS does not recommend students to travel abroad until they have received their OPT application I-797 Notice of Action Receipt Notice from USCIS.

Documents required to re-enter the U.S. in valid F-1 status **AFTER degree completion date indicated on OPT I-20:**

- **Valid Passport, Valid F-1 Visa, Endorsed OPT I-20** (each travel authorization signature is valid for **6 months** from the date it was last signed and must be valid at the time of entry to the U.S.)
- **EAD Card**
- **Proof of Employment or Offer Letter** (Verification document from an employer verifying your job title, job duties, duration and start date of employment written on company letterhead)

Visa Status During OPT

- F-1 students engaging in OPT will still hold F-1 status in the U.S.
- DCISS will still maintain and update an F-1 student's SEVIS record during their approved OPT period.
- F-1 students may continue to request services from DCISS such as advising appointments, support letters and travel authorization during their approved OPT period.
- F-1 students engaging in OPT are still required to obtain a travel signature from DCISS on their I-20 to re-enter the U.S. in valid F-1 status after traveling abroad. Each travel authorization signature is valid for 6 months from the date it was last signed and must be valid at the time of entry to the U.S.



FAQ

Q1: How early can I apply for OPT?

Answer: It is highly recommended that students submit their OPT application to DCISS 3 months before a student's requested OPT start date. You may submit your OPT application to DCISS as early as the submission date indicated for the graduation term in the OPT Workshop (see Slide 11).

Q2: How long will it take USCIS to approve my OPT application?

Answer: Currently, USCIS requires approximately 3 - 4 months to approve an OPT application. DCISS recommends that you apply as early as possible to avoid any delays.

Q3: How do I choose my OPT start date?

Answer: Your OPT start date can be as early as the day after your degree completion date, or as late as 60 days after (see Slide 5).

Q4: What if I submitted my OPT application and will not be completing my degree as expected?

Answer: Contact the DCISS front desk to schedule an appointment with an F-1 Counselor for more details.

FAQ

Q5: What if I move before receiving the EAD card?

Answer: You may risk losing your EAD card in the mail if you file a change of address with USCIS after submitting your OPT application to USCIS for processing. Please note that the U.S. Postal Service (USPS) does not forward federal mail, even if you request mail forwarding services from USPS. We recommend that you provide an address for your OPT application that will be valid for at least 4 months from your application submission date.

Q6: Can I travel abroad while my OPT application is pending?

Answer: It depends.

Yes, if you have received your OPT application I-797 Notice of Action Receipt Notice from USCIS, your re-entry date to the U.S. is before the degree completion date stated on your OPT I-20 and you have all of the required re-entry documents.

No, if your re-entry date to the U.S. is after the degree completion date stated on your OPT I-20.

FAQ

Q7: Which documents do I need if I want travel overseas and re-enter the U.S. after my OPT I-20 End Date?

- Answer:**
1. Valid Passport
 2. Valid F-1 Visa
 3. OPT I-20 Endorsed for travel by DCISS
*(each travel signature is valid for **6 months** from the date it was last signed and must be valid at the time of re-entry to the U.S.)*
 4. Employment Authorization Document (EAD) Card
 5. Employment Verification or Offer Letter

Q8: My F-1 visa expired. Can I travel abroad during OPT?

- Answer:** Yes, you may travel abroad, but you must apply for a new F-1 visa from an overseas U.S. Embassy or Consulate, as you will require a valid F-1 visa to re-enter the U.S. in valid F-1 OPT status.

Note: it may be more difficult to obtain a new F-1 visa while on OPT, especially if you have not secured OPT employment. Please expect extended wait times for F-1 visa application processing.

FAQ

Q9: Who determines if my OPT employment is related to my degree?

Answer: U.S. Department of Homeland Security (DHS) leaves this discretion to students to determine. Should DHS audit your OPT employment and find that your employment is not related to your degree, you will be in violation of your F-1 status.

Q10: What if my employment is not related to my degree?

Answer: Working in a field that is not related to your degree (e.g major) is considered unauthorized employment and is a serious violation of your F-1 status, which may result in the accrual of Unlawful Presence and/or being denied future immigration benefits in the U.S.

Q11: Can I begin employment before receiving my EAD card?

Answer: **No**, you may not engage in any employment in the U.S. until you have received your EAD card and your OPT start date has been reached.

Q12: What do I do if I lost my EAD card?

Answer: You must apply for a replacement EAD card from USCIS, which will require a new I-765 form, \$410.00 filing fee, and supporting documents. Contact DCISS to schedule an appointment to apply for a replacement EAD Card.

FAQ

Q13: When does my 90-day unemployment period start?

Answer: Your 90-day unemployment period begins on the first day of unemployment after your OPT start date (as stated on your EAD).

Q14: What should I do if I am approaching my 90th day of unemployment?

Answer: We recommend the following options: transfer to another school, depart the U.S., or change your visa status. For other options, please consult with an immigration attorney.

Q15: Where do I report my OPT employment information?

Answer: Report your OPT employment status through the [SEVP Portal](#).

Q16: Where do I report my change of address or phone number during OPT?

Answer: Please report any changes in address or phone number within 10 days of the change through the [SEVP Portal](#).

Q17: What happens after my OPT ends?

Answer: After your OPT ends, you have an additional **60-day** grace period to: transfer to another school, depart the U.S. or change your visa status. For other options, please consult with an immigration attorney.

Important Reminder

Don't forget to return to the Dashev Center one week after your OPT application submission date to sign your OPT I-20.

Contact Us:

106 Bradley International Hall
417 Charles E. Young Drive West
Los Angeles, CA 90095

M – F | 8:30AM – 4:30PM, 310-825-1681
OPT@saonet.ucla.edu

