

HUNTER

The City University of New York
International Students Office (ISO)
Division of Student Affairs
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INTERNATIONAL STUDENTS OFFICE OPTIONAL PRACTICAL TRAINING APPLICATION FOR INTERNATIONAL STUDENTS ON F-1 STATUS

International Students Office Website

<http://www.hunter.cuny.edu/student-services/is/>

OPT pdf Application

<http://www.hunter.cuny.edu/student-services/is/repository/files/opt-f-1-status-application-3-22-17-pdf.pdf>

Contact information – International Students Office

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Post-Completion Optional Practical Training

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International Students Office

Optional Practical Training (OPT) Application

FOR INTERNATIONAL STUDENTS ON F-1 STATUS/VISA

Email: intlss@hunter.cuny.edu

Telephone (212) 772-4864

Fax (212) 650-3147

What is Optional Practical Training (OPT)?

OPT is **practical** work experience in your **field** of study (typically after completion of a degree) and Initial OPT can last up to 12 months. Students on OPT are still considered to be F-1 students at Hunter College even if working elsewhere in the U.S. The Employment Authorization Document (EAD) is an extension of your F-1 status for the purposes of practical training.

Who is Eligible to apply?

- F-1 students who are legally maintaining their status; **and**
- Who have been enrolled full-time for at least 9 months at Hunter College; **and**
- Who will be completing a course of study this term; **and**
- Whose proposed OPT employment will be directly related to their course of study.

What should you do before applying for OPT?

It is advisable that you attend an **OPT workshop** before submitting your OPT processing packet. Plan early to avoid delay of your OPT application. File for graduation and Bachelor's degree level students should obtain a print out of your degree works on CUNYfirst.

How long can I engage in Practical Training?

You may engage in OPT for a total of 12 months (one year) and on the Science Technology Engineering Mathematics (STEM) extension for 24 months. You are eligible to apply for OPT at completion of each higher degree level (Bachelor's, Master's) degrees.

Do I need a job offer to apply for Optional Practical Training?

No. You do not need a job offer.

When should you apply for OPT?

You may apply for OPT up to **90 days before**, and within 60 days after the program completion date. **Program completion is the last day of the term in which you are registered for all the necessary credits for your program.** It does not mean graduation nor does it mean that you can delay your OPT application until fulfilling incomplete credits. It is currently taking **approximately 3 to 5 months** for USCIS to process applications and **you must have your EAD card in-hand** in order to start work on the date specify on your EAD card.

What should you know when applying for OPT?

- The OPT packet contains **detailed instructions** for preparing your OPT application; please follow these instructions to avoid delays of your application.
- Once your application for OPT has been approved, your **Employment Authorization Document (EAD)** will be mailed to the address on the I-765 form. The post office **WILL NOT FORWARD** mail from USCIS, if you change your address after you apply. USCIS will also not deliver your EAD to a PO Box.
- It is impossible to **cancel** your practical training once you have received your EAD; the time granted on your EAD card will be counted regardless of your actual employment. You will not receive a refund of the fee paid and you are unable to apply for OPT again, based on that degree level.

OPT I-20 Processing

1. **Obtain and read the entire OPT packet.**
2. **Complete an OPT workshop.** Information about workshops can be found at <http://www.hunter.cuny.edu/student services/is/officecalendar>.
3. **Assemble the documents** required for the application and make an **appointment** at intlss@hunter.cuny.edu once you are ready to file. *If you have questions, please meet with an advisor during walk-ins.*
4. **An advisor will review your packet and issue your OPT I-20.** You must make an appointment with the Advisor when applying for OPT. You will complete the entire process on the same day, if all the required documents are complete.
5. **Mail** application, receive receipt notice and track status.
6. **Submit a copy of the EAD card** to the staff of the International Students Office (ISO) when the EAD is received.
7. **Report** any changes of address, name, employer and unemployment to the ISO within 10 days of any change through <https://ww3.hunter.cuny.edu/is/view.php?id=1>

How Can I Apply for OPT?

Make an appointment with the staff of the International Students Office via email: intlss@hunter.cuny.edu

For a quicker response, please list all the days and hours that you are available (during 9:00-4:00 pm, Monday to Friday) and one of the International Student Advisors will reply to confirm which day and hour is available in their calendar out of the ones you provided. It takes approximately 30 to 45 minutes to review the documents that you need to file for OPT.

DO NOT file for OPT on your own. Doing so will result in your OPT application being denied and you will lose the \$410 dollars I-765 application fee for OPT.

You must prepare all the documents that you need to apply for OPT and email them to the International Students Office email intlss@hunter.cuny.edu to obtain a new SEVIS I-20 which will state that OPT is requested on page 2.

The following are the documents that you need to prepare to apply for OPT. Please submit them to the ISO Advisor (in this order)

- ☐ Completed **G-1145** Form E-Notification of Application/Petition Acceptance. *Must be typed!* Form can be found at: <https://www.uscis.gov/sites/default/files/files/form/g-1145.pdf>.
- ☐ Completed **I-765**-reference sample in the OPT packet. Fill out the form online and print it. Page 5 of the I-765 form item #7a must be signed with a **BLUE INK PEN**. The I-765 form can be found at: <https://www.uscis.gov/sites/default/files/files/form/i-765.pdf>.
 - **Initial 12 month OPT request form.**
 - Printout of your **degreeworks** which can be obtained in CUNYfirst.
- ☐ Photocopy of original **Passport**. Your valid passport with the biographical information and passport expiration date
- ☐ Photocopy of **I-94/Admission Number**. *If your last entry into the U.S. was processed electronically and you do not have a paper I-94 card, obtain and print your most recent I-94 online at <https://i94.cbp.dhs.gov/i94/#/home>*
- ☐ 2 sets of COPIES of **all your I-20s**, including the ones received from Hunter. **Do Not** bring original I-20s. Feel free to scan all of your I-20s, in the library and save them on a flash drive, Google drive or email them as an attachments to yourself so that you will always have them no matter what happens.
- ☐ 2 full, frontal **passport size photos** - gently write your **name, Date of Birth and SEVIS ID number** on the back of each photo; check the OPT packet for proper photo dimensions.
- ☐ **Money Order** for **\$410** payable to the **U.S. Department of Homeland Security** (do not abbreviate) and include your **SEVIS ID N#** in the memo field.
- ☐ **2 letters.**
 - One from your **Departmental Advisor** on their department letterhead. and another letter from
 - One Stop - Graduation Audit unit in Room 217 Hunter North, stating that you have applied to graduate. (Samples are enclosed in this OPT packet).

NOTE: These two letters are for *office purposes* only; **DO NOT** mail these letters.
- ☐ Photocopy of any **previous EAD cards**, if applicable.

After submitting all completed documents an ISO advisor will:
- ☐ Issue you a new SEVIS I-20 with OPT authorization requested.

The U.S. government MUST receive your OPT application within 30 days of the ISO issuing you the OPT I-20.

DO NOT DELAY in mailing your OPT application!

While on OPT, you are still a Hunter College F-1 student

While on the OPT period, you are still considered a Hunter College F-1 student, you are required to READ and FOLLOW these instructions.

- ☐ I understand that I **cannot begin working until I receive my EAD card** and that I may only work during the **dates that are on my EAD card**.
- ☐ I must submit a **copy** (Front and back) of **your EAD** card to the staff of the ISO upon receiving it.
- ☐ **Name, Address, or Employer changes-** I must **report all name, U.S. address, and employer name & address changes** to ISO within 10 days.
This is done via the OPT Reporting Form <https://ww3.hunter.cuny.edu/is/view.php?id=1> on the ISO website. Your address must be where you live; it cannot be a PO Box.
- ☐ **Periods of Unemployment-** I must **report to ISO** all periods of employment.
Failure to report can jeopardize your immigration status. I understand that I **cannot** have more than a **total of 90 calendar days of unemployment**.
- ☐ I will be subject to federal, state, and local taxes unless your country has a tax treaty with the United States. It is best to closely work with your employer's payroll department to ensure the correct taxes are deducted.
REMEMBER- Tax returns must be filed by April 15 of each year for the previous calendar year. The ISO has employed a company which can assist with your tax related questions – sprintax.com
- ☐ **Travel while on OPT** – Before you travel, remember to:
 - Make sure your **passport** is valid at least 6 months into the future
 - Make sure your **I-20** has your employer listed and has been signed for travel within the past 6 months.
Request a new I-20 and/or travel signature from the staff of ISO by submitting a travel request form <https://ww3.hunter.cuny.edu/is/view.php?id=3>.
 - Make sure your **visa stamp** is valid. If your visa is expired, you need to renew it at the U.S. Embassy in your country of citizenship, before returning to the U.S. If this is the case, please bring it up to an ISO advisor **before** traveling.
 - **Carry your EAD card and proof of employment** for the EAD time period. Proof of employment can include a letter from your employer and recent pay stubs.
 - **Dependent Travel** – Since OPT is not noted on dependent I-20s, an F-2 dependent must carry copies of the F-1's I-20 with OPT recommendation, EAD card and job offer letter in addition to their own F-2 documents when traveling.
 - *If your OPT is pending or you are unemployed, talk to an ISO advisor before buying an airline ticket.*
- ☐ **Change of Status** – If you change your immigration status during OPT, you are required to send us a copy of the approval document (i.e. H-1B) and Immigration Status Change Form. We recommend you begin the Change of Status process before your OPT is expired.
- ☐ Your **OPT will automatically terminated** if you transfer to another school or begin study at another educational level at Hunter College. Please **contact ISO** if you plan to apply for another degree program or transfer to another school.
- ☐ Remember, you have a **60 day grace period** following the end date of your OPT.
- ☐ If you are eligible for the **STEM** extension, your application must be received by USCIS 90 days before the end date of your OPT. Visit the ISO website for details on the STEM extension.

STEM Designated Degree Program List <https://www.ice.gov/sites/default/files/documents/Document/2020/stemlist.pdf>

OPT Application Instructions and Frequently Asked Questions

You are required to review the OPT Application Guide for complete instructions:

<http://www.hunter.cuny.edu/student-services/is/repository/files/opt-f-1-status-application-3-22-17-pdf.pdf>

How to choose a Post-Completion OPT start date?

Note: U.S.C.I.S. is taking three to five months to process student's OPT-EAD card.

- It can take up to two weeks to prepare the OPT application before sending to USCIS.

What is my "completion date"?

The "completion date" for OPT purposes is defined as follows:

- For undergraduates: the last day of final exams of the semester in which degree requirements are fulfilled.
- For Master's: the day on which all degree requirements are fulfilled, such as filing the thesis/dissertation in the Graduate Division.
- Changing your completion date can cause serious complications for your OPT application. If for some reason you need to change your completion date after the OPT I-20 is created, speak to an Advisor at the International Students Office (ISO) as soon as possible.

When should I apply?

Apply early! It takes about three to five months to receive your EAD from the USCIS. Expedites are not available.

- The earliest USCIS can receive the application is 90 days before the date of your program completion.
- The latest USCIS can receive the application is within 60-day following your completion date, assuming you do not leave the U.S.

What dates should I choose?

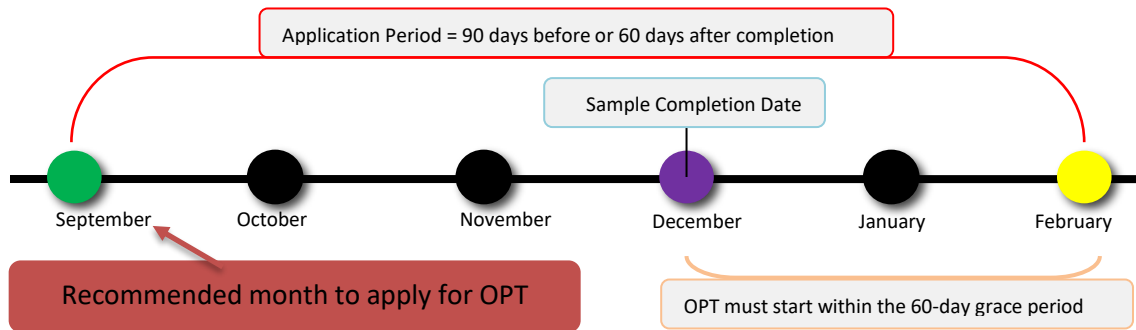
Your OPT start date must be within 60 days after your completion date. Your OPT end date will be 12 months later. See diagram below.

Earliest Start Date: The earliest possible start date is one day after your last day of your final semester. Therefore, you must apply for OPT three months prior to your last day of the semester.

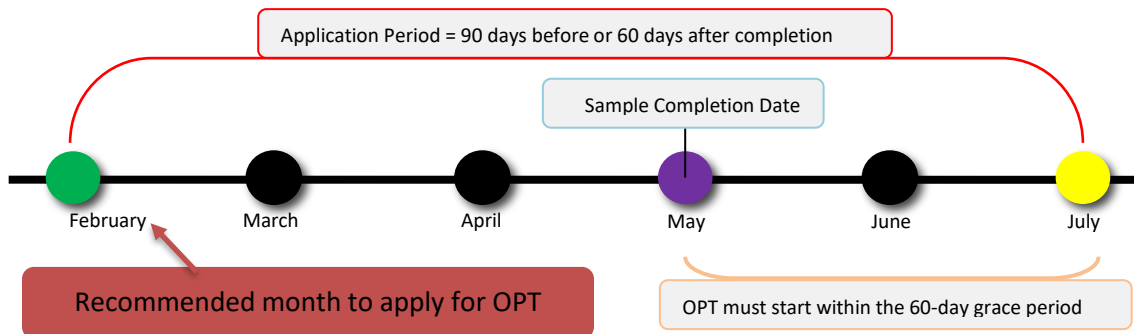
Latest possible Start Date: the latest possible start date is two months after your last day of your final semester. You are still encourage to apply as early as three months prior to your last day of your final semester.

Sample Application Timeline. The dates on this sample may not necessarily correspond with the dates you will apply for OPT:

For **fall graduates**, if your semester end date is: 12/21/20--: the earliest possible OPT Start Date is 12/22/20—of that year and the last possible OPT Start date is 02/19/20—of next year.



For **spring graduates**, if your semester end date is: 5/22/20--: the earliest possible OPT Start Date is 5/23/20—of that year and the last possible OPT Start date is 07/21/20—of that year.



Please use the examples above to figure out your employment start date for OPT, if you are completing your studies in the winter or summer sessions.

How do I write the OPT postal money order?

See sample below:



How do I fill out the G-1145 and I-765 forms?

You must type them online and print them out. Please go to the following pages to view a sample on how to fill out the I-765 form.

What do I do if I have not mailed my OPT package within 30 days of the OPT issuance SEVIS I-20?

You must come to the International Students Office and one of our International Student Advisors will print another one for you with today's date for you to mail.

When can I start working?

You must wait until you receive your Employment Authorization Document (EAD) from USCIS and your start date on the EAD card has arrived to begin working. Once you complete your degree, you cannot work on-campus or off-campus until you receive the EAD and your start date has arrived.

What counts as employment?

OPT is intended to enhance your academic program by providing a means to gain experience in your field of study. Work NOT related to your program of study is a violation of F-1 status. Students must work at least 20 hours a week in either a paid or unpaid position to qualify as employment.

What happens if I cannot find a job?

During post-completion OPT, students may not accrue a total of more than 90 days of unemployment. See "What counts as employment?"

What is my status while I am on OPT?

Students on OPT or with a pending OPT application are still in F-1 status and must maintain their F-1 status by following the employment and address reporting requirements. Students may remain in the U.S. while their OPT Application is pending.

Can I travel while I am on OPT?

Yes. You must get an endorsement for travel on your SEVIS I-20 from one of the International Student Advisors two weeks before your date of departure. While you are on OPT, the signature for travel is valid for multiple entries for only six months. Please fill out the travel request form <https://ww3.hunter.cuny.edu/is/view.php?id=3> and remember, you must also travel with your EAD card and a letter from your employer stating that they are aware that you are traveling and that you plan to return to the U.S. to continue your employment with them.

What if my visa has expired?

Students who plan to travel outside the U.S. will need a valid F-1 visa to re-enter the U.S. please fill out the travel request form <https://ww3.hunter.cuny.edu/is/view.php?id=3> and you may also contact us at: intlss@hunter.cuny.edu or call (212) 772-4864 to discuss your travel plan and what documents you will need to renew your F-1 visa.

What else do I have to do while I am on OPT?

You must report your employment and current residential address via intlss@hunter.cuny.edu. Any changes should be reported within 10 days.

Initial 12-Month OPT Request Form

(Student First Name)	(Student Last Name)	(Student CUNYfirst ID#)
Hunter Email Address: @myhunter.cuny.edu	Personal Email Address: @	Telephone Number: - -
Current Address:	City: , State	Zip Code:
Major or Field of Study:	Degree Level:	Expected Graduation Date: - - 20

Optional Practical Training is intended to provide hands-on, practical work experience that is complimentary to your academic program. An F-1 student may be eligible for **12 months OPT**, provided this practical training is **directly related to your field of study**, is **commensurate** with your educational level, and is **recommended** by your academic advisor.

Having read that U.S.C.I.S takes three to five months to process OPT applications and I am applying for the issue of my SEVIS I-20 on ____-____-20__

My Desired OPT Start Date: ____-____-20__.

☐ The above desired OPT Start Date is within the 60-day after my completion of studies.

In making this request I understand and agree to abide by all requirements outlined in “**While on OPT, you are still an HUNTER COLLEGE F-1 student**” including (check each box after reading):

- ☐ I will **report all changes** in my US or overseas **address** to ISO within 10 days of such change
- ☐ I will **provide ISO** with a **copy** of my Employment Authorization Document (**EAD**) upon receipt
- ☐ I understand that **I can not begin working until I have my EAD card in-hand** and only during the dates in which my EAD card is valid.
- ☐ I will **report** the name & address of my **employer** to ISO within 10 days of starting work
- ☐ I know I **should have health insurance** coverage for the duration of my F1 status, including the OPT period.

Student Signature

Date

OPT Workshop Attended on: _____ ISO Advisor Initials: _____

Missing I-20s for your application to the USCIS?

- ❶ Contact your previous school and see if they have copies of your SEVIS I-20 and/or evidence of previous off-campus work authorization in their records. Have copies sent or scanned to you. They may ask you for identification and a written request due to privacy reasons.
- ❷ If SEVIS I-20 copies do not exist or were destroyed, write a letter noting your dates of attendance, level of study at that time (example: ESL, Associates, Exam Prep, etc) and whether you had off-campus work authorization or not and that the SEVIS I-20 is no longer available to submit.

The letter of explanation should contain the following:

Current Date (month/day/year)

Print your full name, Date of birth and SEVIS ID number

State that you are missing some of your original I-20s; be as specific as possible (You can describe what happened if you like but keep it brief and no more than three lines.

If you are missing I-20s from another school other than Hunter College, list the name of the schools and your dates of your attendance at the schools (for example: Berkeley college, started 9/2013-12/2015)

State the date you started your studies at Hunter College and state that you have not used OPT at this specific degree level before

Sign your letter



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

USCIS
 Form G-1145

What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receipting your immigration form.

ROUTINE USES: The information provided on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [[DHS/USCIS-007 - Benefit Information System](#) and [DHS/USCIS-001 - Alien File \(A-File\) and Central Index System \(CIS\)](#)], which can be found at www.dhs.gov/privacy. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

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

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

Sample of I-765 | Application for OPT Employment Authorization

Use this sample form as a guide when filling out your application.

Please refer to the USCIS I-765 instructions for line by line guidance on how to fill out the form.

If you feel you do not have enough space to answer any questions, use the space provided in Part 6.

It is acceptable to handwritten information in fields that may not be fillable. For example, Apt #.

Check this box for all types of OPT (i.e. Pre, Post, STEM).

This name should match your passport.

Application For Employment Authorization		USCIS Form I-765 OMB No. 1615-0040 Expires 07/31/2022	
Department of Homeland Security U.S. Citizenship and Immigration Services			
For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through		
	Alien Registration Number		
	Remarks		
To be completed by an attorney or Board of Immigration Appeals (BIA)- accredited representative (if any).		<input type="checkbox"/> Select this box if Form G-28 is attached.	Attorney or Accredited Representative USCIS Online Account Number (if any)
<p>▶ START HERE - Type or print in black ink. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed.</p>			
Part 1. Reason for Applying		Other Names Used	
I am applying for (select only one box):		Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6.	
1.a. <input checked="" type="checkbox"/> Initial permission to accept employment.		Additional Information.	
1.b. <input type="checkbox"/> Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.		2.a. Family Name (Last Name)	
NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.		2.b. Given Name (First Name)	
1.c. <input type="checkbox"/> Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)		2.c. Middle Name	
		3.a. Family Name (Last Name)	
		3.b. Given Name (First Name)	
		3.c. Middle Name	
		4.a. Family Name (Last Name)	
		4.b. Given Name (First Name)	
		4.c. Middle Name	
Part 2. Information About You			
Your Full Legal Name			
1.a. Family Name (Last Name)		Don	
1.b. Given Name (First Name)		Jane	
1.c. Middle Name			
Form I-765 Edition 06/25/20			
Page 1 of 7			

This section is where USCIS will mail your EAD card after your OPT is approved. If you will not receive mail at this address for at least 4 months, use another address (e.g. a friend's address).

If you will use your own address, then you can leave this line blank. If you use someone else's address, be sure to write their name in the "in Care of Name" line.

If this is not fillable, you must handwrite it.

If you answered "Yes", skip 7a-7d. For "No", complete 7a-7d.

This number is listed on your most recent EAD card. It can be found under the USCIS #" area. If you do not have one or lost it, then you can leave it blank.

Refer to the USCIS I-765 instructions-Item 9 on page 17. Leave this blank, if it does not apply to you.

Answer "Yes":

-If you still have your social security card. Complete 13b, answer "No" to 14 and skip to 18.a

- If you had one and would like a replacement card, answer "Yes" to 14 & 15 and complete 16-17.

Answer "No"

_if you never had one, skip 13b and complete 14-17.

Part 2. Information About You (continued)	
Your U.S. Mailing Address USPS ZIP Code Lookup	
5.a. In Care Of Name (if any)	
5.b. Street Number and Name	698 Park Avenue
5.c. <input checked="" type="checkbox"/> Apt. <input type="checkbox"/> Ste. <input type="checkbox"/> Flr.	10A
5.d. City or Town	New York
5.e. State	NY
5.f. ZIP Code	10065
6. Is your current mailing address the same as your physical address?	<input type="checkbox"/> Yes <input type="checkbox"/> No
NOTE: If you answered "No" to Item Number 6, provide your physical address below.	
U.S. Physical Address	
7.a. Street Number and Name	
7.b. <input type="checkbox"/> Apt. <input type="checkbox"/> Ste. <input type="checkbox"/> Flr.	
7.c. City or Town	
7.d. State	
7.e. ZIP Code	
Other Information	
8. Alien Registration Number (A-Number) (if any)	A-
9. USCIS Online Account Number (if any)	
10. Gender	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
11. Marital Status	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
12. Have you previously filed Form I-765?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?	<input type="checkbox"/> Yes <input type="checkbox"/> 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).	0 1 2 3 4 5 6 7 8
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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)	Doe
16.b. Given Name (First Name)	John
Mother's Name	
Provide your mother's birth name.	
17.a. Family Name (Last Name)	Doe
17.b. Given Name (First Name)	Mary
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	China
18.b. Country	

For # 27

(c)(3)(A) - Pre-Completion OPT

(c)(3)(B) - Post-Completion OPT

(c)(3)(C) - OPT STEM Extension

Type your 11-alpha-numeric from your most recent I-94 at: <https://i94.cbp.dhs.gov/i94/#/recent-search>

If you have a travel document other than a passport, provide its number.

Indicate the last date you entered the U.S. sometimes the I-94 record may not capture this information if you traveled at land border. Therefore the date you indicate here and the date printed out on the electronic I-94 record may not match.

This is where you last entered the U.S. and received your entry stamp from U.S. Customs and Border Protection (CBP). List the City and State. If there is more than one airport in that city, please specify which airport. If you went through CBP preclearance before departure, indicate the name of the City, such as Toronto preclearance. Preclearance locations: <http://bit.ly/cbppreclear>

Your SEVIS Number is on the top left of your most recent I-20.

Part 2. Information About You (continued)**Place of Birth**

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

19.a. City/Town/Village of Birth

Beijing

19.b. State/Province of Birth

19.c. Country of Birth

China

20. Date of Birth (mm/dd/yyyy)

01/01/2000

Information About Your Last Arrival in the United States

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

1 2 3 4 5 6 7 8 9 A 0

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

12345678

21.c. Travel Document Number (if any)

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

China

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

01/01/2030

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

08/12/2018

23. Place of Your Last Arrival into the United States

JFK New York NY

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

F-1 Student

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

F-1 Student

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

N-001234567

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)(C)

28. (c)(3)(C) STEM OPT Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 27., provide the information requested in Item Numbers 28.a. - 28.c.

28.a. Degree

28.b. Employer's Name as Listed in E-Verify

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

29. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Item Number 27., provide the receipt number of your H-1B spouse's most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

30. (c)(8) Eligibility Category. If you entered the eligibility category (c)(8) in Item Number 27., provide the information requested in Item Numbers 30.a. - 30.c.

30.a. Have you EVER been arrested for, and/or charged with, and/or convicted of any crime in any country?

☐ Yes ☐ No

NOTE: If you answered "Yes" to Item Number 30.a., refer to Special Filing Instructions for Those With Pending Asylum Applications (c)(8) of the Form I-765 Instructions for information about providing court dispositions.

30.b. Did you enter the United States lawfully through a U.S. port of entry and were you inspected and admitted or paroled after inspection by an immigration officer? (If you answer "Yes," you MUST provide evidence of your lawful entry.)

☐ Yes ☐ No

30.c. If you answered "No" to Item Number 30.b., did you present yourself to the Secretary of Homeland Security or his or her delegate (DHS) within 48 hours of entry or attempted entry AND express an intention to seek asylum within the United States or express a fear of persecution or torture in your home country?

☐ Yes ☐ No

Part 2. Information About You (continued)

If you answered "Yes" to Item Number 30.c, provide the following information:

30.d. Date you presented yourself to DHS

30.e. Location where you presented yourself to DHS

30.f. Country of claimed persecution

30.g. Provide an explanation for why you did not enter the United States lawfully through a U.S. port of entry. If you need extra space to complete this item, use the space provided in Part 6. Additional Information.

NOTE: Refer to the Special Filing Instructions for Those With Pending Asylum Applications (c)(8) section of the Form I-765 Instructions for more information.

31.a. (c)(35) and (c)(36) Eligibility Category. If you entered the eligibility category (c)(35) in Item Number 27., please provide the receipt number of your Form I-797 Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(36) in Item Number 27., please provide the receipt number of your spouse's or parent's Form I-797 Notice for Form I-140.

31.b. If you entered the eligibility category (c)(35) or (c)(36) in Item Number 27., have you EVER been arrested for and/or convicted of any crime? ☐ Yes ☐ No

NOTE: If you answered "Yes" to Item Number 31.b., refer to Employment-Based Nonimmigrant Categories, Items 8. - 9., in the Who May File Form I-765 section of the Form I-765 Instructions for information about providing court dispositions.

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. I understand the meaning of the questions and instructions 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

2121234567

4. Applicant's Mobile Telephone Number (if any)

5. Applicant's Email Address (if any)

jane.doe20@myhunter.cuny.edu

6. ☐ Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

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.

Check the box for 1.a.

For example, if an attorney has assisted you in filling out this form, indicate their name here, if not fillable, must handwritten.

Provide a U.S. phone number. You can type your cellphone number here.

Please use a current email address.



Print all 7 pages and sign 7.a. using a blue ink pen.

E-signature is not acceptable.

Note: The rest of part 4 and 5 of this form is not included in this sample because they refer to others who may have completed the form. Leave blank unless someone has assisted you in filling out this form. Use page 7, if you need extra space to answer any questions from pages 1-4.

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature (continued)

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.

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. 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 Email Address (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)



Leave Blank

**SAMPLE LETTER FROM DEPARTMENTAL ADVISOR FOR
POST-COMPLETION OPTIONAL PRACTICAL TRAINING
(Complete all course requirements including thesis or project)**

_____ (Today's date)

To Whom It May Concern:

This is to certify that Mr./Ms. _____ has been continuously enrolled as a full-time undergraduate ☐ B.A. ☐ B.S. ☐ M.S. ☐ Ph.D. student in the department of _____ since _____ semester 20____.

He/She has completed (or will complete) all course requirements for the ☐ B.A. ☐ B.S. ☐ M.S. ☐ Ph.D. degree in _____ on _____ (Month, day, year).

I would recommend, therefore, that Mr./Ms. _____ be allowed to pursue his/her Optional Practical Training in the United States.

Sincerely,

Your signature

Print Name:

Title:

Sample letter from One Stop – Graduation Audit – [Room 217 Hunter North](#)

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

Page 1 of 1

HUNTER
The City University of New York

Hunter College - Office of the Registrar
Hunter College
695 Park Avenue
New York, NY 10065
United States

NOTE: THIS DOCUMENT IS PROTECTED USING AN IRIDESCENT FOIL UNDER A REGISTERED AND EMBOSSED SEAL

THE WORD COPY APPEARS WHEN PHOTOCOPIED

Enrollment Verification as of 10/13/2018

Name: [REDACTED] ID: [REDACTED]

Career: Graduate

Academic Plan: Economics MS

Current Program of Study: Academic Program: Master of Arts

Degree: BA

Declare St. Sub-Plan: [REDACTED]

Enrollment History

Term	Career	Begin Date	End Date	Units	Status
Fall 2018	Grad				

If you have additional questions, please refer all inquiries to:
OFFICE OF THE REGISTRAR

Due to the large number of inquiries we must process each year, we have installed an automated system for the generation of enrollment verifications. This document, when verified by the Registrar's signature and seal, officially verifies enrollment and graduation status for the term(s) listed as at the printed date above. Your acceptance of this document, in preference to your own form, will permit us to respond to your request more quickly and efficiently.

Allen Brandon
Allen D. Brandon
For the Registrar
Hunter College/CUNY

Seal of the Registrar

In accordance with the Family Educational Rights Act of 1974, as amended, this document may not be released to others without the written consent of the student.
This officially sealed and signed document has a green background with the name of the college printed across the back.

Hunter College - 695 Park Avenue
New York, New York 10065
ALLEN D. BRANDON, REGISTRAR

HUNTER
The City University of New York
695 Park Avenue • New York, N.Y. 10065
212.774.4474
<http://hunter.cuny.edu>

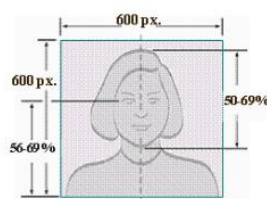
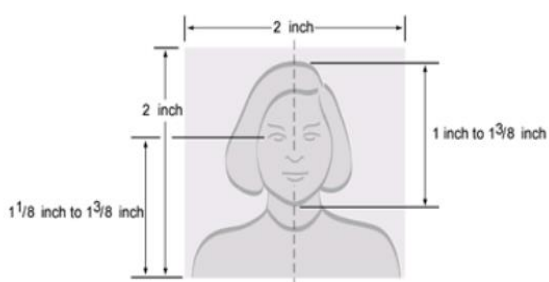
OFFICIAL LETTER OF CERTIFICATION

Sample passport

Photo Composition Checklist

7 Steps to a Successful Photo 2x2

- ✓ Frame subject with full face, front view, eyes open
- ✓ *Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches (25 mm to 35 mm)*
- ✓ *Center head within frame (see below)*
- ✓ *Make sure eye height is between 1-1/8 inches to 1-3/8 inches (28 mm and 35 mm) from bottom of photo*
- ✓ Photograph subject against a plain white or off-white background
- ✓ Position subject and lighting so that there are no distracting shadows on the face or background
- ✓ Encourage subject to have a natural expression



Head Size

The head height or facial region size (measured from the top of the head, including the hair, to the bottom of the chin) must be between 50% and 69% of the image's total height. The eye height (measured from the bottom of the image to the level of the eyes) should be between 56% and 69% of the image's height.

Image pixel dimensions must be in a square aspect ratio (meaning the height must be equal to the width). Minimum acceptable dimensions are 600 pixels (width) x 600 pixels (height). Maximum acceptable dimensions are 1200 pixels (width) x 1200 pixels (height).

Well-Composed Photos (frontal position photo)



Optional Practical Training Mailing Instructions

<input type="checkbox"/> Money Order	Money Order for \$410 make payable to the U.S. Department of Homeland Security (do not abbreviate) and include your SEVIS ID N# in the memo field. You can buy a money order at any Post Office.
<input type="checkbox"/> Passport Photos	2 passport size photos – on the back of each photos, gently write your name, Date of Birth and SEVIS ID number on the back of each photo; check the OPT packet for proper photo dimensions.
<input type="checkbox"/> G-1145	Completed G-1145 Form E-Notification of Application/Petition Acceptance. <i>Must be typed!</i>
<input type="checkbox"/> I-765	Completed I-765 -referencesample in the OPT packet. Fill out the form online and print it. Page 5 of the I-765 form item #7a must be signed with a BLUE INK PEN .
<input type="checkbox"/> I-20	I-20 Form . Photocopy of newly issued SEVIS I-20 form endorsed by one of the International Student Advisors for Optional Practical Training, which will be given to you on the day that you apply for OPT in our office.
<input type="checkbox"/> I-20s	Photocopies of all your previous I-20s , including the ones received from Hunter. Please make sure you copy pages 1 and 2 of each I-20s or page 1 and 3 (for older version of I-20s). You do not need to photocopy the instruction sheet page. Organize your copied I-20s in order by date issued, from the most recent to the oldest.
<input type="checkbox"/> Electronic I-94	Photocopy of your electronic I-94/Admission Number . You may print your most recent I-94 online at https://i94.cbp.dhs.gov/I94/#/home If your last entry into the U.S. was on or after April 30, 2013. If you receive an I-94 prior to April 30, 2013, photocopy your most recent I-94 (front and back). The I-94 is the white card stapled inside your passport.
<input type="checkbox"/> Passport	Photocopy of original Passport . Your valid passport with the biographical information and passport expiration date
<input type="checkbox"/> EAD card(s)	EAD Cards Photocopies of EAD cards (front and back) for students who have applied for OPT and received EAD cards in the past, if applicable.

You **MUST** keep photocopies of **ALL** documents for your records before mailing to USCIS.

We strongly recommend using express service via Fed Ex for easier tracking

Mail these documents to the following address:

FED EX PREFERRED
U.S.C.I.S - Attn: I-765 C03 131 South Dearborn - 3rd Floor Chicago, IL 60603-5517

FedEx Office Print & Ship Center:

1200 Third Avenue, between East 69th and 70th Street.

Open Hours are:

Monday, Tuesday, Wednesday Thursday and Friday: **7:30am to 9:00pm**

Saturday: 10:00am-6:00pm

Sunday: 12:00-6:00pm

Phone: (212) 452-0142

Post office:

If you would like to mail your OPT documents immediately, there is a post office near Hunter College on East 70th Street between 3rd and 2nd avenue (**Certified Mail Only**)

U.S. Postal Service – Certified Mail Only
USCIS PO Box 805373 Chicago, IL 60680