



INTERNATIONAL STUDENTS OFFICE

Massachusetts Institute of Technology

F-1 PRACTICAL TRAINING EMPLOYMENT INFORMATION SESSION FOR MIT INTERNATIONAL STUDENTS IN F-1 VISA STATUS

NOTE: please make sure that you logged in to this Zoom session using your MIT Zoom account. Also, please make sure that the name listed in Zoom is the name that appears on your passport.

SESSIONS NOW OFFERED ONLINE

- The ISO Employment Information Sessions will not be offered in-person due to COVID-19 response for social distancing.
- F-1 Students planning on applying for F-1 Curricular Practical Training (CPT) or F-1 Optional Practical Training (OPT), **MUST** review these F-1 Employment Information Session slides **before** requesting a new Form I-20 needed for CPT authorization or OPT authorization.
- When requesting the new Form I-20 via iMIT, students will be asked the following:
 - Date attended Information Session = Date you finished reviewing all of these Employment Information Session presentation slides.
 - ISO Advisor Presenting Session = “ONLINE”
 - Following review of the Information Session slides, you may contact your ISO Advisor with any questions.



WHAT IS EMPLOYMENT?

- Any activity for which an individual **provides a service** for which someone doing similar or same work **receives a benefit in return** (or would normally receive some benefit in return)
 - Based on U.S. Department of Homeland Security and U.S. Department of Labor regulations/guidance
 - Individual does not have to be designated as an “employee” to require employment authorization under student visa status
- Three Questions:
 - Where are you doing the activity?
 - Who is the employer/supervisor?
 - Who is the source of funding?
- *If any of above are US-source, then U.S. employment authorization required.***



WHAT IS EMPLOYMENT?



PAID OR NON-PAID



ON OR OFF-CAMPUS



NO SPECIFIC REFERENCE TO
PUBLICATIONS/PRESENTATIONS,
SO DEFAULT IS TO UTILIZE
BROAD DEFINITION OF
“EMPLOYMENT”



***EMPLOYMENT REQUIRES
AUTHORIZATION BEFORE
THE ACTIVITY BEGINS***

WHAT IS EMPLOYMENT?



CAN I VOLUNTEER?

- “Volunteering” is defined as [[DOL 553.103; Fair Labor Standards Act](#)]
- Any service for a public agency for civic, charitable, or humanitarian reasons, such as:
 - Church, Synagogue, Mosque, Temple or similar religious entity
 - Soup kitchen, homeless shelter, registered in an established volunteer program at a hospital, etc.
 - Community service activity through an MIT student club/organization



VOLUNTEERING IS NOT:

- Unpaid internship
- Refusing payment for work done
- Doing the work and getting paid once authorization has been approved, etc.

If activity qualifies as “volunteering”, get a letter from host organization (dates, location, confirm no compensation/benefit)

F-1 EMPLOYMENT OPTIONS



ON-CAMPUS EMPLOYMENT

- For MIT, At MIT, Paid by MIT
 - MIT is employer (or contractually affiliated service provider to students, e.g. MIT Dining Services/Aramark)
 - MITtemps/nextSource is **NOT** MIT and **NOT** considered an on-campus employer (requires F-1 CPT, F-1 OPT, or J-1 Academic Training)
- Fall/Spring Terms = Maximum 20 hours per week
- Institute Vacation Periods = More than 20 hours per week (IAP, Spring Break, Summer vacation - **as long as** student not required to be enrolled in courses during the period)



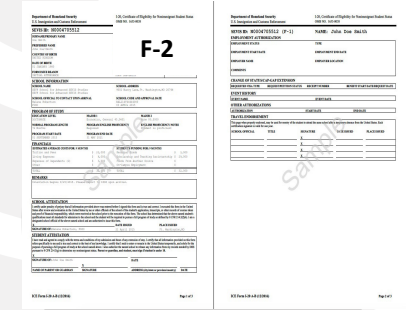
OFF-CAMPUS EMPLOYMENT

- Curricular Practical Training
 - [8 CFR 214.2(f)(10)(i)]
- Optional Practical Training
 - Pre, Post, and STEM
 - [8 CFR 214.2(f)(10)(ii)]
- International Organizations Internships
 - [8 CFR 214.2(f)(9)(iii)]
- Economic Hardship Work Permission/Special Student Relief
 - [8 CFR 214.2(f)(9)(ii)]



EMPLOYMENT WITH MIT FACULTY'S PRIVATE/CONSULTING COMPANY

- On-Campus Employment is activity on the MIT campus, paid by MIT or by a contractually affiliated student service provider (e.g. dining services)
 - **Receiving an MIT paycheck**
- If the activity/internship/employment is with an MIT Faculty Member's consulting company, even if the activity/research is done on the MIT campus, if the consulting company is the "employer" and providing the benefits (pay, stipend, other) to the student, this employment is considered OFF-CAMPUS Employment and will require either F-1 CPT, F-1 OPT, or J-1 Academic Training employment authorization from USDHS



F-2 DEPENDENTS

- **NOT** eligible to work
 - [8 CFR 214.2(f)(15)(i)]
- **ARE** eligible to pursue study part-time
 - [8 CFR 214.2(f)(15)(ii)]

QUICK HISTORY OF PRACTICAL TRAINING

- Starting Initially, there was just one type of Practical Training (no division of CPT and OPT)
- Some academic programs started mandating off-campus placements as part of the degree program (e.g. Nursing)
- Colleges/Universities advocated for additional Practical Training to accommodate these mandatory requirements (CPT was born)
- Regulatory language enabled CPT to be used for mandatory or elective experiences that were part of the academic program and for credit
- U.S. Department of Homeland Security is looking to tighten CPT and OPT regulations due to cases of fraud
 - DHS guidance issued on F, J, M visa employment – August 2015
 - Current Homeland Security Investigation





Curricular Practical Training



CURRICULAR PRACTICAL TRAINING – “CPT”

WHAT IS CURRICULAR PRACTICAL TRAINING?

“INTEGRAL PART OF AN ESTABLISHED CURRICULUM IN THE STUDENT’S MAJOR FIELD OF STUDY”



OPTION 1 – REQUIRED

- A **required component** of the curriculum, which **all students** (including domestic students) in the program **must complete in order to graduate** in the major



OPTION 2 – ACADEMIC CREDIT TOWARDS DEGREE

- An internship that is evaluated by an MIT Professor, which is being **granted academic credit under a specific course number** in the student’s major degree requirement, and
- The course counts toward **requirements to complete the degree**, and
- Be **enrolled** in the specific internship/experiential learning course **during the academic term** in which the experience **is conducted** and CPT is authorized

WHAT IS CURRICULAR PRACTICAL TRAINING?

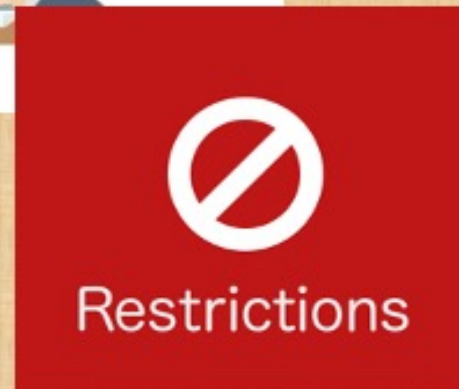
“INTEGRAL PART OF AN ESTABLISHED CURRICULUM IN THE STUDENT’S MAJOR FIELD OF STUDY”



F-1 CPT ELIGIBILITY

Authorized and used **ONLY BEFORE** completion of degree

- **Students must be:**
 - Pursuing an MIT degree
 - In full-time student registration status
 - In F-1 status at least 1 full academic year
- **Students are NOT eligible if:**
 - In Ph.D. Non-Resident Status (exceptions apply, see later slide)



CPT DATE & TIME RESTRICTIONS

CPT is granted by term and restricted by MIT's [Academic Calendar](#) term date (e.g. Summer 2022 = May 19 to August 19, see ISO [website](#))

NOTE:

- Fall & Spring Term – Part-time authorization
- Summer & IAP Term
 - Part-time or Full-time during official vacation
 - Part-time only if Summer or IAP is required or the first or last term of your program

Reminder!

- Part Time = maximum of 20 hours / week
- Full Time = 20+ hours / week, no limit

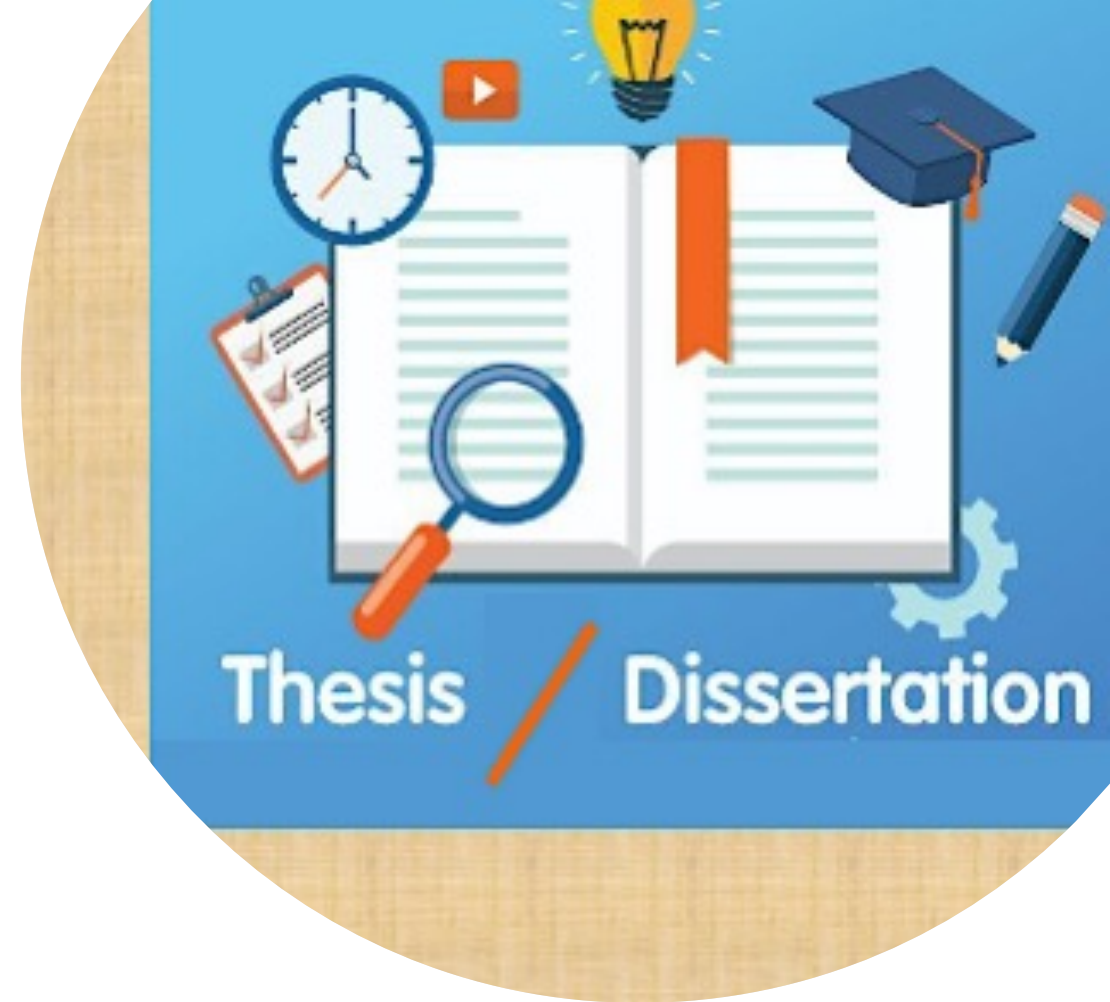
ELIGIBLE DATES FOR CURRICULAR PRACTICAL TRAINING (CPT)

Pursuing CPT During...	Earliest CPT Start Date:	Latest CPT End Date:	Part-Time or Full-Time?
Fall 2021	August 21, 2021	December 17, 2021	Part-Time ONLY
IAP 2021/2022	December 18, 2021	January 28, 2022	Part-Time or Full-Time
Spring 2022	January 29, 2022	May 18, 2022	Part-Time ONLY
Summer 2022	May 19, 2022	August 19, 2022	Part-Time or Full-Time
Fall 2021	August 20, 2022	December 22, 2022	Part-Time ONLY
IAP 2022/2023	December 23, 2022	February 3, 2023	Part-Time or Full-Time
Spring 2023	February 4, 2023	May 24, 2023	Part-Time ONLY

NOTE: If your program requires full-time courses over summer – then *ONLY* Part-Time CPT is allowed

CPT FOR THESIS/DISSERTATION CREDIT

1. Student has an approved Master's/Ph.D. thesis proposal by the academic department; and
2. Location of activity is the only company/organization where the piece of machinery, or access to unique secured data, that is a vital component for the student's approved thesis is available; and
3. The company/organization requires the student to be considered an employee, or other category, that requires employment authorization to be on premises to have access to the essential piece of machinery or secured data; and
4. The student's thesis advisor must confirm that if the student is unable to pursue this experience at this specified location, the student will not be able to complete the planned approved thesis topic.



CPT APPLICATION STEPS



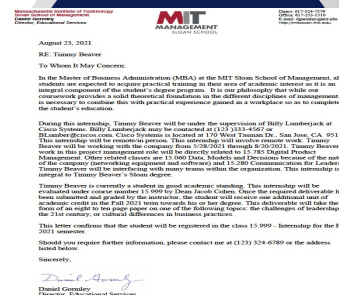
STEP 1

- Read ISO [Website](#)



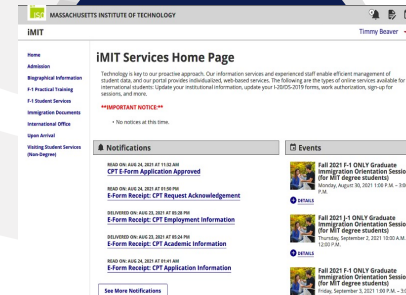
STEP 2

- Obtain position offer letter from host company / organization
 - (See sample letter on [website](#))



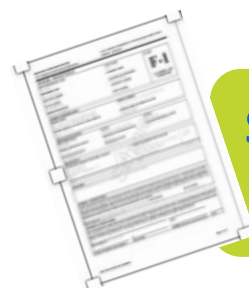
STEP 3

- Request CPT support letter from **YOUR** Department. Review the ISO [website](#) (*How to Apply #5*)



STEP 4

- Complete [ISO iMIT CPT Application](#)
 - Upload verification of course enrollment, job offer letter, department recommendation letter, etc.



STEP 5 – Receive your Form I-20 from the ISO via email.



INTERNATIONAL STUDENTS OFFICE

Massachusetts Institute of Technology

Opt

OPTIONAL PRACTICAL TRAINING



OPTIONAL PRACTICAL TRAINING – “OPT”

WHAT IS OPTIONAL PRACTICAL TRAINING (OPT)?

- OPT is a form of temporary US work authorization for F-1 students who have been enrolled (full-time) in a degree program and have completed at least *one full academic year (two full semesters)*.
- This work authorization is a way for F-1 students to gain practical training in employment directly related to the student's major field of study, as listed on their Form I-20.

Types Of OPT

- Pre-Completion OPT
 - Before graduation
 - Job Offer NOT Required
- Post-Completion OPT
 - After graduation
 - Job Offer NOT Required
- STEM OPT (only if STEM eligible)
 - After Post-Completion OPT

OPT *Can* Be

- Part-time
 - (20 hours a week or less)
 - OR
- Full-time
 - (20 hours a week or more)
 - During Institute vacation periods
 - After completion of all coursework except thesis
 - After completion of degree

OPT *Must* Be

- Always full-time *after* completion of degree requirements
- Directly related to *YOUR* MIT degree declared major of study

PRE-COMPLETION OPT & POST-COMPLETION OPT



PRE-COMPLETION OPT

- Before Degree Completion
- Job Offer **NOT** Required to apply
- May take 3-5 months to be approved by government (plan ahead!)
- Part-time = 20 hrs or less / week; Pre-completion OPT only /
- Full-time = over 20 hrs / week; Only during Annual Vacation Period (Summer or IAP)
- ALL course requirements with the exception of approved thesis
- Pre-OPT deducts from the 12 months OPT total; if you request part-time pre-OPT, deducted at half the rate
 - Example: 2 months of part-time pre-OPT will deduct 1 month from 12 months total



POST-COMPLETION OPT

- After Degree Completion
- Job Offer **NOT** Required to apply
- May take 3-5 months to be approved by government (plan ahead!)
- Full-time = over 20 hrs / week; Pre- or Post-completion OPT
- Pre-OPT deducts from the 12 months OPT total; if you request part-time pre-OPT, deducted at half the rate
 - Example: 2 months of part-time pre-OPT will deduct 1 month from 12 months total

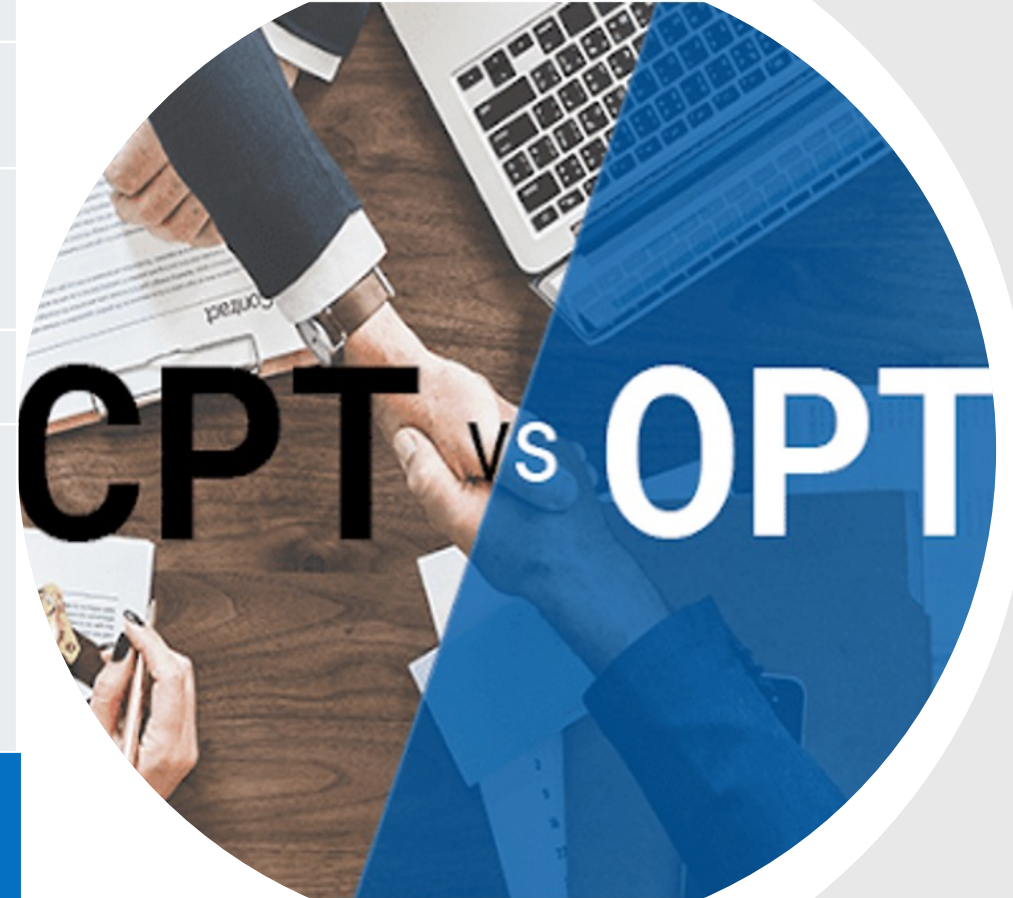
OPT ELIGIBILITY

- Must be enrolled full-time in a degree program
- Must complete at least one full academic year (two full semesters)
- Moving to another educational level/new degree program (at MIT or another institution) automatically terminates any approved OPT
- Transferring to another school to begin a new degree program automatically terminates any approved OPT
- Authorization for 12 months of full-time Curricular Practical Training (CPT) eliminates eligibility for OPT
- Part-time CPT, defined as 20 hours per week or less, does not affect OPT eligibility)



	Curricular Practical Training (CPT)	Optional Practical Training (OPT)
Time to Authorize	2 weeks	3 – 5 months
		\$410 per application (subject to increase)
Authorizers	ISO Advisors	US Citizenship and Immigration Services (USCIS) Officers
Time limit	Unlimited up to 12 months, but lose OPT privilege if 12 months of CPT full-time per academic degree program**	Total of 12 months per academic level to be used either during or after academic degree program.
Employment Offer Required?	YES	NO
Requirements with regards to academic program	Internship must be an “integral part of an established curriculum” and “directly related to the student’s major area (field) of study” (Internships must be either required for all students in a program, or students will be given academic credit that counts towards fulfilling their degree requirements.)	Employment must be “directly related to student’s major area (field) of study”

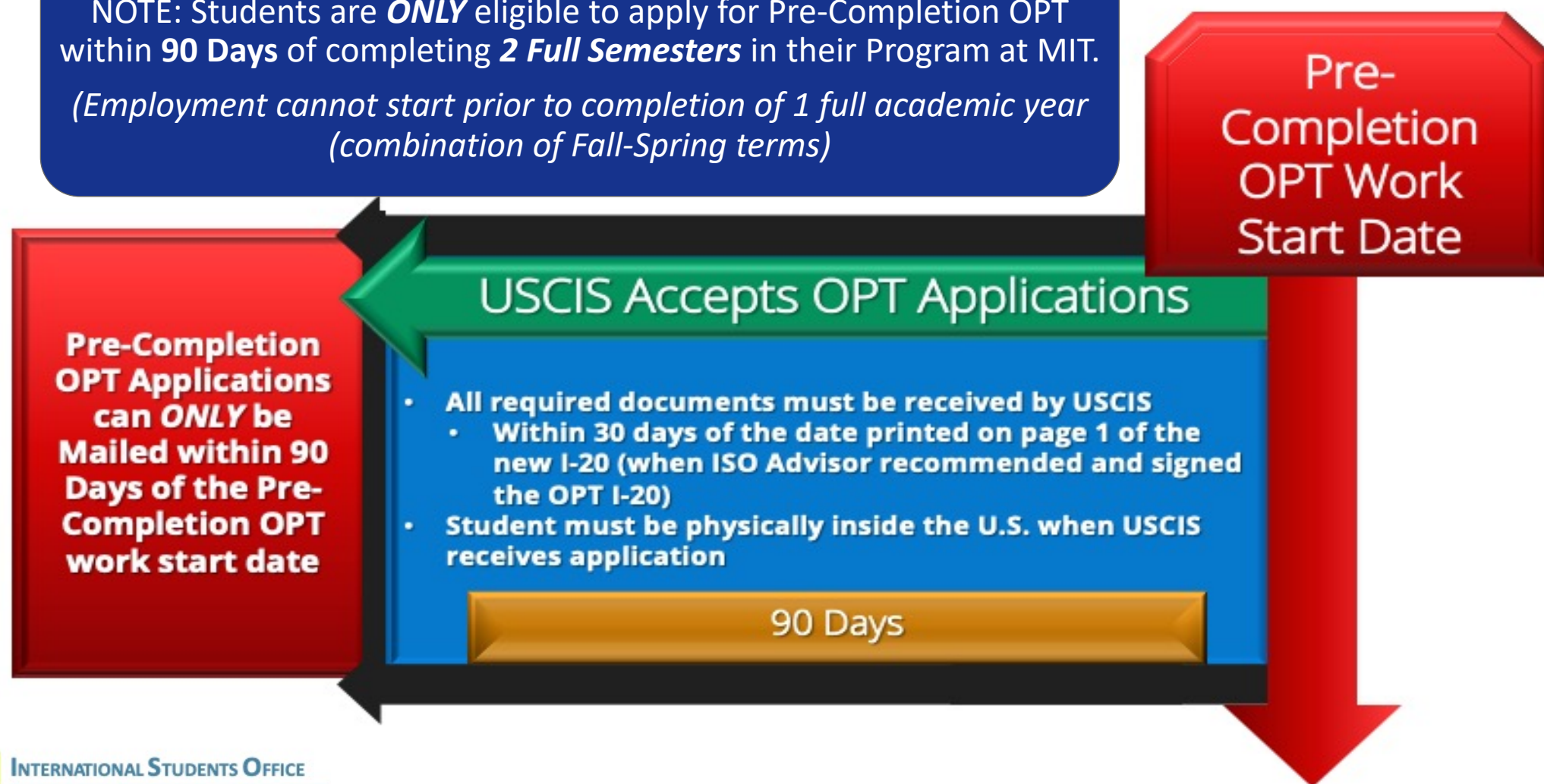
- Students who need to enroll in subjects for academic credit will need to pay the associated cost for registration of that course.
- Student who engage in an aggregate of more than 12 months of full-time Curricular Practical Training become ineligible for Optional Practical Training at that degree level.



WHEN TO APPLY FOR PRE-COMPLETION OPT?

IMPORTANT DATES & DEADLINES

NOTE: Students are **ONLY** eligible to apply for Pre-Completion OPT within **90 Days** of completing **2 Full Semesters** in their Program at MIT.
(Employment cannot start prior to completion of 1 full academic year (combination of Fall-Spring terms))



HOW IS POST-COMPLETION OPT TIME USED/COUNTED?

- OPT is allowed for a period of 12 months, per higher degree level
 - i.e. Students cannot have 12 months of Post-Completion OPT after 2nd Master's degree, if they were already approved for OPT for their previous Master's degree
- Moving to another educational level/new degree program (at MIT or another institution) automatically terminates any approved OPT
- Transferring to another school to begin a new degree program automatically terminates any approved OPT
- Authorization for 12 months of full-time Curricular Practical Training (CPT) eliminates eligibility for OPT
 - Part-time CPT, defined as 20 hours per week or less, does not affect OPT eligibility)
- Any unused portion of OPT from a previous degree level cannot roll over to another OPT period
- ***Once USCIS approves OPT, then the OPT benefit is considered used! Even if you do not use it!***



Doctoral Degree
↑
Master's Degree
↑
Bachelor's Degree

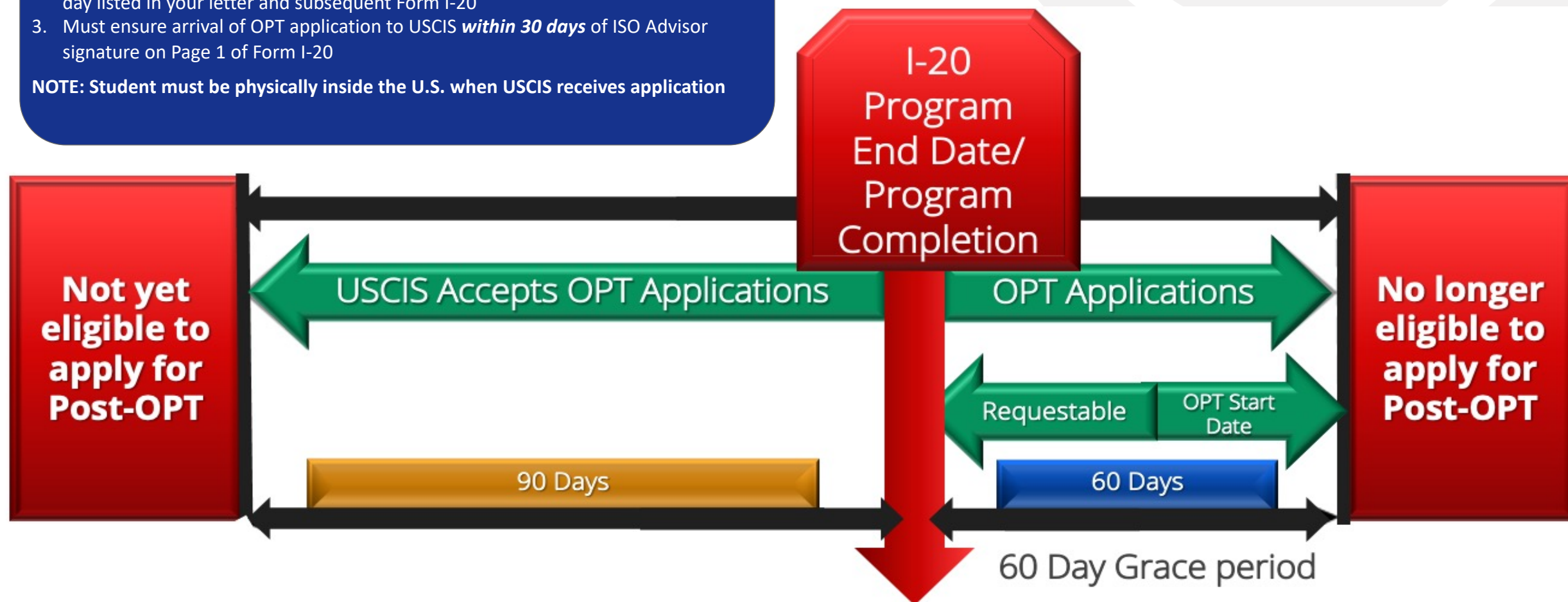
Doctoral Degree
↓
Master's Degree
↓
Bachelor's Degree

WHEN TO APPLY FOR POST-COMPLETION OPT?

IMPORTANT DATES & DEADLINES

1. Application must be received by USCIS **no earlier** than 90 days before your program end date listed in your letter and subsequent Form I-20;
 - You can calculate the earliest date on timeanddate.com
2. Application **MUST** be received at USCIS Office by day 59 after end date/graduation day listed in your letter and subsequent Form I-20
3. Must ensure arrival of OPT application to USCIS **within 30 days** of ISO Advisor signature on Page 1 of Form I-20

NOTE: Student must be physically inside the U.S. when USCIS receives application



REMEMBER!

OPT Application and the 60-Day Grace Period

I-20 Program
End Date/
Program
Completion

OPT Applications & the 60-Day Grace Period

- 60-day grace period only applies if a student remains physically in the U.S. at the start of the grace period and remains in the U.S. during the grace period.

**No longer
eligible to
apply for
Post-OPT**

The ISO recommends
applying for OPT
before the grace
period is reached.

If OPT is denied
before the end of the
60-day grace period, it
MAY be possible to
apply again.

If OPT is denied
after 60-day grace
period, your OPT
benefit is *forfeited*.

I-20 PROGRAM COMPLETION / END DATE CONSIDERATIONS

1. Are you an RA or TA? Then your duties **MUST** be completed **BEFORE or ON** the program end date listed on your Form I-20
2. Thesis to complete? Ask your department what your thesis deadline is.
3. When will you receive your degree? February, September or June degree list?
4. What date is written on your department letter?
 - Example: PhD Thesis submitted/certified by dept & Registrar on April 10, 2021. RA must complete on April 10. Degree conferred on May 29, 2021.
 - Department letter states all requirements completed on April 10, 2021, that is the program end date for I-20/OPT purposes.
5. Remember the Application Receive Date restrictions
 - No earlier than 90 days before I-20 program completion date
 - No later than day 59 after graduation/completion date (if received later, USCIS will REJECT the application)



EXAMPLE DATES FOR POST-COMPLETION OPT

If You Are Graduating In:	Program End Date:	The <i>EARLIEST</i> Your Application Can Reach USCIS Is:	The <i>LATEST</i> Your OPT Application MUST Reach USCIS Is:
Fall 2021	December 30, 2021	October 1, 2021	February 28, 2022
Spring 2022	May 27, 2022	February 26, 2022	July 26, 2022
Summer 2022	August 31, 2022	June 2, 2022	October 30, 2022

NOTE: PhD Students Program End Dates Can Vary

POST-COMPLETION OPT & EMPLOYMENT START DATES

If You Are Graduating In:	Program End Date:	Select Any OPT Start Date Between The Following Dates:
Fall 2021	December 30, 2021	December 31, 2021 – February 28, 2022
Spring 2022	May 27, 2022	May 28 2022 – July 26, 2022
Summer 2022	August 31, 2022	September 1, 2022 – October 30, 2022

NOTE: PhD Students Program End Dates Can Vary

LIMITED UNEMPLOYMENT TIME DURING POST- COMPLETION OPT

1. During Pre-Completion OPT, you do NOT accumulate any period of Unemployment
2. Accumulating more than 90 days of unemployment is considered a violation of F-1 status by USDHS and you must leave the U.S.
3. Days of unemployment begin to accumulate:
 - If employment does not start on the OPT approved start date on EAD
 - If you receive the EAD after the OPT approved start date on EAD
 - Between periods of employment
 - Includes weekends
4. Your responsibility to keep track of unemployment days
5. May use prior to starting employment, or between positions during your OPT authorization period

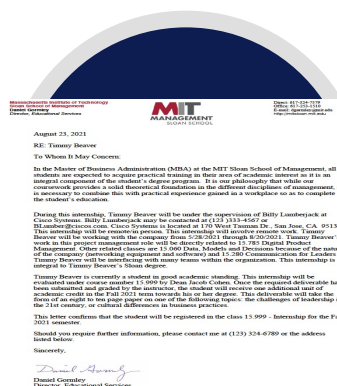


OPT APPLICATION STEPS



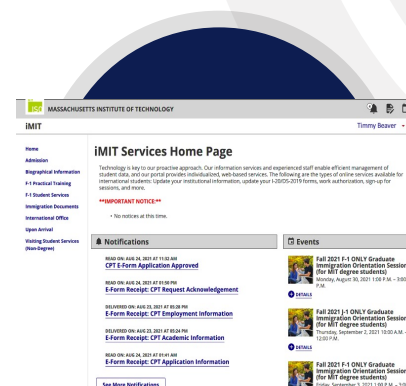
STEP 1

- Read ISO [website](#) **THOROUGHLY**



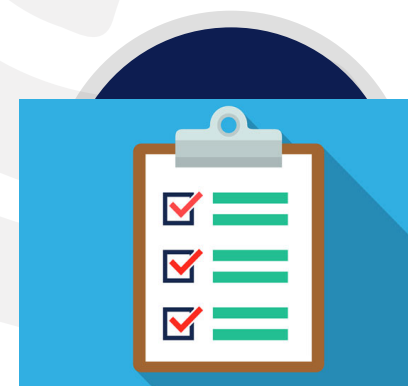
STEP 2

- Request letter from your Academic Department confirming degree earned and expected completion date



STEP 3

- Request OPT I-20 on [iMIT](#), 2 weeks prior to desired mailing date to USCIS
- Login to Full Client Services and click on F-1 Practical Training > then click on Optional Practical Training > then Start New Request > complete and submit all 5 E-forms
- Choose start and end dates of OPT
- Pay MIT administrative fee, if required



STEP 4

- Use Checklist on ISO [website](#) to prepare application materials for mailing USCIS

OPT APPLICATION STEPS CONT.

STEP 5

- Receive your Post-Completion OPT I-20 electronically by email from the ISO



STEP 6

- **Double Check Your OPT Application!**
- **Make a copy of your ENTIRE OPT Application!**
 - Including Your Payment!
 - You may need this information in the future!
 - Scan, copy, etc.



STEP 7

- Mail OPT application, per ISO [website](#) process
 - Mail well **BEFORE** the 30 days of the ISO Advisor signature on Form I-20
 - USCIS must receive the Post-Completion OPT application no later than 59 days after graduation
 - **Must be physically inside the U.S. when USCIS receives application**



STEP 8

- Wait for EAD card **before** starting your employment

NEW “POST-COMPLETION OPT” I-20 FROM THE ISO

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N00012345678

SURNAME/PRIMARY NAME Beaver	GIVEN NAME Timmy	Class of Admission F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME	PASSPORT NAME	
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	
CITY OF BIRTH	DATE OF BIRTH	
FORM ISSUE REASON CONTINUED ATTENDANCE	ADMISSION NUMBER	

SCHOOL INFORMATION

SCHOOL NAME Massachusetts Institute of Technology Massachusetts Institute of Technology	SCHOOL ADDRESS 77 MASSACHUSETTS AVE, Building E18-219, CAMBRIDGE, MA 02139
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Maria Brennan International Student Advisor	SCHOOL CODE AND APPROVAL DATE BOS214F00219000 24 JANUARY 2003

PROGRAM OF STUDY

EDUCATION LEVEL MASTER'S	MAJOR 1 Management Science 52.1301	MAJOR 2 None 00.0000
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE August 01, 2020
START OF CLASSES August 31, 2020	PROGRAM START/END DATE August 31, 2020 December 30, 2021	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 12 MONTHS		STUDENT'S FUNDING FOR: 12 MONTHS	
Tuition and Fees	\$ 82,852	Personal Funds	\$ 0
Living Expenses	\$ 35,220	Funds From This School	\$ 0
Expenses of Dependents (Other)	\$ 0	On-Campus Employment	\$ 118,072
TOTAL	\$ 118,072	TOTAL	\$ 118,072

REMARKS

Post-completion Optional Practical Training in major field of study is recommended upon completion of Master's degree in Management/WBA.

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

<input checked="" type="checkbox"/> SIGN	<input checked="" type="checkbox"/> NATIONAL STUDENT	DATE ISSUED 10/2/2021	PLACE ISSUED CAMBRIDGE, MA
SIGNATURE OF: Beaver Timmy		DATE	
NAME OF PARENT OR GUARDIAN		ADDRESS (city/state or province/country)	

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

☒ SIGNATURE OF: **Beaver Timmy**

NAME OF PARENT OR GUARDIAN: **X**

ICE Form I-20 (04/30/2021) Page 1 of 3

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N00012345678 NAME: Beaver Timmy

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	02 January 2022	01 January 2023

CHANGE OF STATUS/CAP-GAP EXTENSION

AUTHORIZED REDUCED COURSE LOAD

CURRENT SESSION DATES

CURRENT SESSION START DATE 07 September 2021	CURRENT SESSION END DATE 17 December 2021
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TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
Maria Brennan	Associate Director		10/2/2021	Cambridge, MA
		X		
		X		

NOTE:

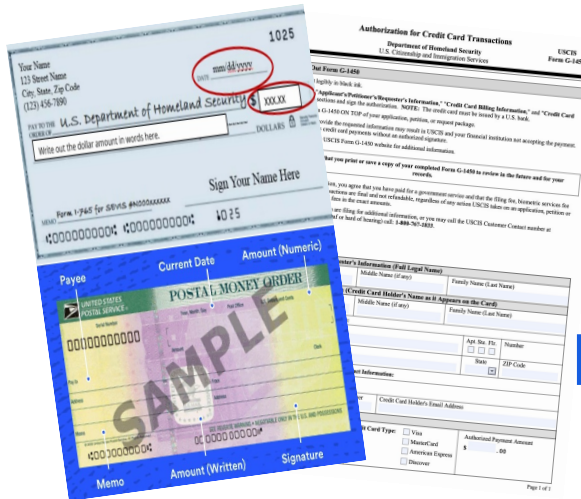
- ISO processing time for OPT I-20s is 10 business days; wait for I-20 to include in OPT application to USCIS
- Requested OPT start and end date is FINAL after application is mailed to USCIS

ICE Form I-20 (04/30/2021) Page 2 of 3

- I-20 will include “recommendation for OPT” on page 2
- I-20 Program End Date will be shortened or extended (if applicable) to reflect official expected completion date of degree program
- Signed for Travel on Page 2 of Form I-20 (Valid for 6 months while on post-OPT)

"WHAT DO I INCLUDE WITH MY APPLICATION?" (PART 1)

CHECKLIST OF DOCUMENTS (ASSEMBLE IN ORDER)

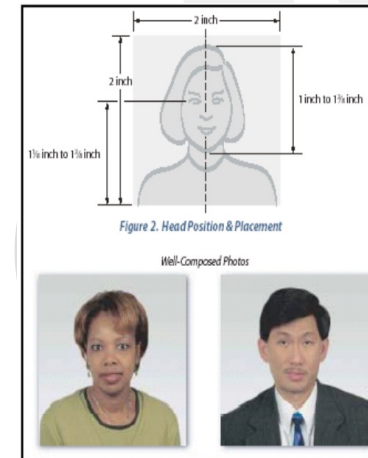


1: CHECK /MONEY ORDER

- Check /Money Order for \$410 made payable to US Department of Homeland Security
- OR
- Form G-1450 with credit card information
 - NOTE: If credit card is rejected, then your OPT application will be denied.

2: FORM G-1145

- **Double Check Your OPT Application!**
- **Make a copy of your ENTIRE OPT Application!**
 - Including Your Payment!
 - You may need this information in the future!
 - Scan, copy, etc.



3: TWO U.S. PASSPORT-SIZED PHOTOS

- Two passport photos:
 - They must be **less than 30 days old (No Glasses)**
 - You must write your name and SEVIS # number in pencil or felt pen, (**pressing lightly**), on the back of each photo
 - Finally paperclip them to your I-765

4: ORIGINAL, COMPLETED, & HAND-SIGNED I-765 FORM

- Original completed, hand signed and dated I-765 form

“WHAT DO I INCLUDE WITH MY APPLICATION?” (PART 2)

CHECKLIST OF DOCUMENTS (ASSEMBLE IN ORDER)

5: PHOTOCOPIES OF ALL I-20'S

- Photocopy of new I-20 with OPT dates (pages 1 and 2; remember to sign your I-20 form)
- Photocopies of any previous I-20s in reverse date order (pages 1 and travel signature page of all MIT and previous school forms; sign your I-20 forms)



6: MOST RECENT I-94 RECORD

- [Electronic I-94 Record](#) as a PDF
- or
- Photocopy of I-94 Card (front and back)



7: PHOTOCOPIES OF PASSPORT & VISA STICKER

- Photocopy of your **VALID** passport photo page
- AND
- Photocopy of your most recent F-1 Visa Sticker (it is ok if this is expired)




8: PREVIOUS EAD CARD(S)

- Photocopy of any previous Employment Authorization Documents (EAD cards), if applicable
- *NOTE: All EAD Cards state **“not valid for re-entry”** – This is OK. It only means that your EAD Card is not valid for re-entry alone. You will need all the materials listed on slide 60 to re-enter the US.

OPTIONAL COVER LETTER

"I am missing my previous Form I-20(s) and/or my previous EAD Card(s)! What do I do now?!"

- NOTE: a cover letter is **NOT** required, unless something is missing, or further explanation is required, etc. like missing I-20's and/or missing previously issued EAD Cards.
- **Sample Cover Letter** 

Sample OPT Cover Letter

[DATE OF REQUEST]

[STUDENT NAME]:
[SEVIS ID NUMBER]:
[OPT REQUESTED: PRE or POST-COMPLETION or STEM]
[OPT DATES REQUESTED]:

Dear USCIS Officer:

Please accept this cover letter for my F-1 [PRE or POST-COMPLETION or STEM] Practical Training request. I am writing this letter because [REASON FOR LETTER].

Enclosed, please find my [PRE or POST-COMPLETION or STEM] application materials

Please contact me if you require additional information or documentation to process this request.

Sincerely,

[SIGNATURE OF STUDENT]

[NAME OF STUDENT]

“HOW DO I COMPLETE THE I-765 FORM?”

1. Go to USCIS Website <https://www.uscis.gov/i-765>
2. Download, read, and complete the following:
 - The [Form I-765](#)
 - The [Instructions](#) for Form I-765
 - Read the webpage including “[Where to File](#)” and also “[Form Filing Tips](#)”
 - (Optional, but recommended) the [Form G-1145](#)

See “Form I-765 example page 1-7” slides



The image shows the USCIS Form I-765, "Application For Employment Authorization". The form is divided into several sections. At the top, it includes the USCIS logo, the title "Application For Employment Authorization", the Department of Homeland Security, U.S. Citizenship and Immigration Services, and the form number "Form I-765" with OMB No. 1615-0040 and an expiration date of 07/31/2022. The main body of the form is divided into three columns. The first column is labeled "For USCIS Use Only" and contains checkboxes for "Authorization/Extension Valid From" and "Authorization/Extension Valid Through", a field for "Alien Registration Number", and a "Remarks" section. The second column is labeled "Fee Stamp". The third column is labeled "Action Block". Below these columns is a section for "To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).", which includes a checkbox for "Select this box if Form G-28 is attached." and a field for "Attorney or Accredited Representative USCIS Online Account Number (if any)". The bottom section of the form is titled "Part 1. Reason for Applying" and contains a list of reasons for applying, such as "Initial permission to accept employment", "Replacement of lost, stolen, or damaged employment authorization document, or correction of my current employment authorization document NOT DUE to expiration date", and "Correction of an employment authorization document due to USCIS error does not require a new fee. Refer to the instructions for the correct fee." To the right of this section is a section titled "Other Names Used" which asks for all other names used, including aliases, maiden name, and nicknames. It includes a sub-section for "Additional Information" with fields for "Family Name (Last Name)", "Given Name (First Name)", and "Middle Name".

I-765 EXAMPLE

PAGE 1

I-765 Additional Tips - MIT ISO
Students - Please note that you should read the "Instructions for Form I-765" on uscis.gov/i-765 in order to fill out your Form I-765. This reference handout is provided as a convenience to MIT students only and does not constitute legal advice.

Application For Employment Authorization
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
 Form I-765
 OMB No. 1615-0040
 Expires 07/31/2012

Leave this section blank

For USCIS Use Only

☐ Authorization/Extension Valid From _____

☐ Authorization/Extension Valid Through _____

Alien Registration Number A- _____

Remarks _____

Fee Stamp _____

Action Block _____

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).

☐ Select this box if Form G-28 is attached.

Attorney or Accredited Representative USCIS Online Account Number (if any) _____

▶ **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, "How many times have you been married?" type or print "N/A" or "None" if the question does not pertain to your application. If a question does not apply to you (for example, "How many children do you have?" or "How many times have you been married?" type or print "None" unless otherwise directed. If your answer to a question which requires a numerical response is "None", type or print "N/A".

Check the box: "Initial permission to accept employment." for Pre, Post, and STEM OPT

1. Reason for Applying

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.)

Other Names Used

Provide all other names you have ever used, including maiden name, and nicknames. If you need extra space complete this section, use the space provided in Part 2.

Additional Information.

2.a. Family Name (Last Name) _____

2.b. Given Name (First Name) _____

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) _____

1.b. Given Name (First Name) _____

1.c. Middle Name _____

Write your name as it appears on your passport.

Leave blank if you do not have a middle name.

NOTE: Only use the most recent/updated I-765 form.

65 Edition 08/25/20

Page 1 of 7

I-765 EXAMPLE

PAGE 2

NOTE: This should be an address that is valid 5 months after USCIS receives your application. If you will change addresses within the next 5 months, you are advised to list the address of a trusted friend or family member. As USPS cannot forward USCIS mail to new addresses. You **CANNOT** use the ISO's Address.

Check YES if you want to apply for an SSN through this application and have NEVER been issued an SSN.

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

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.

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

Other Information

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

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.

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

14. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to Item Number 13.a., 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.

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)

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

Enter Country of Passport

If you do not have dual citizenship, then mark 18.b. with "N/A" or "NONE"

Check NO if you are not currently living at the address listed in 5.b.-5.f.

Physical address where you live at time of filing; even if different from mailing address above.

F-1 Students rarely have A-numbers, leave blank.

Leave Blank

Gender as listed on your current passport and I-20

Only answer if you checked YES on 13.a.

Only answer these questions if you checked YES to 14.

I-765 EXAMPLE

PAGE 3

Pre: (c)(3)(A)
 Post: (c)(3)(B)
 STEM Extension: (c)(3)(C)

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

19.b. State/Province of Birth

19.c. Country of Birth

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

Information About Your Last Arrival in the United States

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

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

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

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 ***Can be full city name or the abbreviation**

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) **F-1 Student**

26. Student and Exchange Visitor Information System (SEVIS) Number (if any) **Found on I-20**

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, (s)(8), (c)(17)(iii)).

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 **If applying for STEM OPT complete questions 28, 28.a., 28.b., & 28.c.**

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

28.c. Employer's E-Verify Company Identification Number 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 number of your H-1B spouse's most recent Form I-79 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.g.

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

Write I-94 number, found [here](#).

Most students have passports, only use if you do NOT have a passport.

22 & 23: Refer to I-94 Record

*F-1 Student *This could be different if you changed your status inside the U.S.

Note: U.S. POE outside U.S. is allowed. This is where you entered through immigration.

ONLY if applying for STEM OPT - Ask your employer for this information NOTE: The E-verify number is different than the EIN number!

Leave blank

PAGE 4

Leave blank



I-765 EXAMPLE

PAGE 5

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



HANDWRITTEN signature in
BLACK ink

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

(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

Interpreter's Daytime Telephone Number

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 [blank], 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)

ONLY complete Part 4, Part 5, and Part 6 if they apply to you. If they do not apply, leave blank.

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)

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 representative, you 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)



I-765 EXAMPLE

PAGE 7

I-765 Additional Tips - MIT ISO
Students - Please note that you should read the "Instructions for Form I-765" on uscis.gov/i-765 in order to fill out your Form I-765. This reference handout is provided as a convenience to MIT students only and does not constitute legal advice.
Complete this page if you have ever had CPT, OPT, or a previous SEVIS ID Number.
Below is an example, make sure you enter your personal 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 3.b. Part Number 2 3.c. Item Number 27

3.d. **CPT Authorization(s):**
Masters, Full-Time, CPT with:
Sparksoft: 5/25/2020 to 8/26/2020
Masters, Part-Time, CPT with:
TechWorld: 5/25/2020- 8/26/2020

4.a. Page Number 3 4.b. Part Number 2 4.c. Item Number 27

4.d. **OPT Authorization(s):**
Bachelors Post-Completion OPT
5/25/2014-5/24/2015
Masters, Part-Time, Pre-Completion OPT
8/27/2019-12/18/2019

5.a. Page Number 3 5.b. Part Number 2 5.c. Item Number 26

5.d. **Previous SEVIS ID Number(s):**
Bachelors 8/30/2010 to 5/20/2014
N0000012345

6.a. Page Number 6.b. Part Number 6.c. Item Number

6.d.

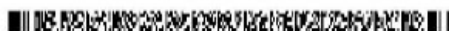
The ISO recommends that you list all previous periods of F-1 off-campus employment authorization information in 3.d. as follows:

CPT (Part-Time or Full-Time) mm/dd/yyyy – mm/dd/yyyy
OPT (Part-Time or Full-Time) mm/dd/yyyy – mm/dd/yyyy
SEVIS ID + Degree Level + Major/CIP Code

Notes:

- Do this for each degree level (and each institution) on F-1 status
- If you have never applied for CPT or OPT, leave section 3 blank.
- Do not include previous SEVIS IDs that are in J-1 status
- CIP Code can be found on page 1 of your I-20, in the "Program of Study" section under Major 1 and or Major 2. The format is xx.xxxx

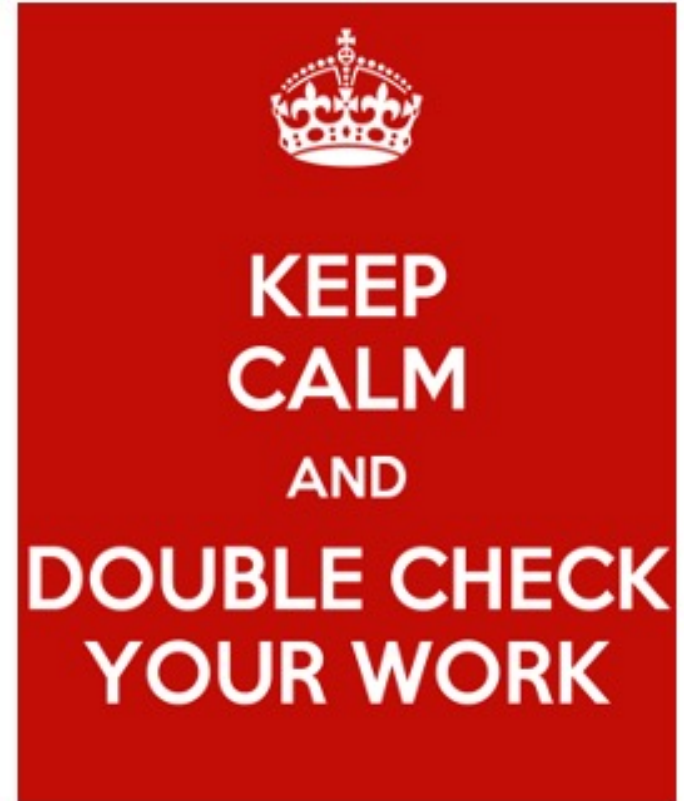
Sign and date this page here in BLACK ink.



BEFORE YOU MAIL YOUR APPLICATION...

DOUBLE CHECK EVERYTHING!

- Did you check that you are using the most recent/updated [I-765 Form](#)?
- Did you check the box at the top of the I-765 Form (page 1) indicating what you are applying for?
- Did you sign and date your I-765 Form on page 5?
- Did you include all 7 pages of the I-765 Form?
- Did you check the USCIS [website](#) to make sure that your application fee is correct?
- Did you check the F-1 I-765 mailing instructions on the USCIS [website](#)?



WHAT HAPPENS *AFTER* YOU MAIL IN YOUR OPT APPLICATION TO USCIS?

Adjudication at USCIS Center

- 3-5 months for USCIS to process application
- **Documents to be received from USCIS:**
 1. G-1145 text or email received within 2-4 weeks? (includes receipt #, and your check should be cashed)
 2. Paper “Receipt Notice” by mail with a Receipt Number to track status of application received approximately 3-4 weeks from date of application receipt by USCIS
 3. If approved, receive paper “Approval Notice” via USPS regular mail
 4. Employment Authorization Document (EAD) Card will be mailed to you separately from the Approval Notice via USPS Priority Mail within 3-5 months
- If you ***do not receive*** these documents or responses from USCIS in a timely manner, contact your ISO advisor.
- Check application “Case Status” on the USCIS website, see Receipt Notice information

CASE STATUS ONLINE

Use this tool to track the status of an immigration application, petition, or request.

Enter a Receipt Number ?

AFTER YOU MAIL/SUBMIT YOUR APPLICATION...

*“I made a mistake on my OPT Application...
Now What!?”*

- Remain calm and contact your [ISO advisor](#).
- **DO NOT** mail/submit duplicate applications!

DON'T PANIC!



IMPORTANT REMINDERS ABOUT OPT

You **MAY NOT** begin **ANY** employment activity until:

1. OPT (I-765) application **APPROVED**,
2. your EAD card is **RECEIVED**, and
3. your EAD start date is **EFFECTIVE**.

An EAD card is required to:

- Begin employment
 - Beginning employment before you have the EAD card is a **serious** violation of your visa status, and a violation by your employer of U.S. Department of Labor regulations
- Complete the Form I-9 Employment Eligibility Verification Form required by your employer when you begin work
- Work at any location (including MIT) after the Form I-20 program completion date
 - All MIT employment (e.g. RA, TA, or post-doc) is considered “off-campus” work after program completion



PROGRAM NOT COMPLETED AS PLANNED?

- **STOP** any on-campus work (e.g. RA or TA) past the program completion date listed on your Form I-20
- Contact your ISO Advisor *immediately*
- *Wait for EAD card* before resuming your RA, TA, or any other on-campus work
 - **No “volunteering” while you wait!**
- If your program is **not completed**, you may only **resume work (up to 20 hours per week)** when you receive EAD card and start date is effective



VOLUNTEER OR UNPAID EMPLOYMENT

- A student may work as a [volunteer](#) or [unpaid intern](#) on Post-Completion OPT, where this practice does not violate any labor laws.
- The work must be at least 20 hours per week or more for a student on Post-Completion OPT.
- The work must be related to the student's degree/major and provide practical experience in their field.
- A student must be able to provide evidence (job offer letter, etc.) acquired from the student's employer to verify dates and hours of employment, as well as a brief job description.



TRAVEL BEFORE VS. AFTER PROGRAM END DATE

BEFORE

If you travel outside the US and return **BEFORE** your I-20 program end date (with your OPT application pending with USCIS), you will need the below documents to re-enter the US:

1. Valid passport (valid for 6 months into the future)
2. Valid F-1 visa sticker (not expired – except Canadians)
3. I-20 (most recently issued)
4. Proof of funding
5. Proof of enrollment (Registrar's Office)
 - NOTE: Your I-94 Record will change after your reenter the US – This is expected and **DOES NOT** impact your OPT application.

*Must re-enter the U.S. BEFORE the program end date, otherwise will need to remain outside the U.S. until OPT approved and EAD card received in-hand.



If you travel outside the US and return **AFTER** your I-20 program end date, you will need the below documents to re-enter the US:

1. Valid passport (valid for 6 months into the future)
2. Valid F-1 visa sticker (not expired – except Canadians)
3. I-20 (most recently issued)
 - Employer information Reported to [iMIT](#) and listed on page 2 of your I-20 if your EAD Card has been approved.
 - I-20 Signed for travel within the past 6 months
4. EAD Card
5. Job offer letter and proof of funding

You can check the ISO's [website](#) and also I.C.E's [website](#) for updated guidance on travel.



AFTER

NOTE: Never enter in tourist or in another status; this will *cancel* out your F-1 status and OPT!

MAINTAINING YOUR F-1 STATUS DURING OPT (*REQUIRED!*)



VALID PASSPORT

- You **MUST** maintain a valid passport
- If you need to renew your passport, this can be done from inside the US. You will need contact your [Embassy/Consulate](#) for additional information.



KNOW THE RULES!

- [Follow ALL the OPT rules and regulations](#)
- The type of 'qualifying employment' you can participate in on Post-Completion OPT is extensive.
- Employment during OPT only requires that your work be 20 hours a week or more and directly related to your degree/major field of study.



REQUIRED REPORTING TO THE ISO WITHIN 10 DAYS

- Report **ANY** changes to ISO
 - Issuance of EAD card (upload a copy)
 - change of U.S. address
 - employer's name and address
 - start and end dates of employment(s)
 - change of employers
 - change of name or citizenship
 - decision to end OPT and leave the U.S.A.
 - transfer to another school or begin new program
 - change of visa status



UNEMPLOYMENT

- Remember, you **CANNOT** exceed more than 90 days of unemployment time
- Your 'unemployment time' during Post-Completion OPT begins from the start date listed on your EAD Card and is defined as each calendar day that the student is not employed in qualifying employment.
- In order for your 'unemployment time' to stop being counted, you must find qualifying employment and work 20 hours or more a week in a field directly related to your level and field of study.



REMEMBER!

Students May Not:

- Begin work on OPT until s/he receives EAD card***
- Begin work on OPT until the date indicated on the approved EAD card***

MAINTAINING YOUR F-1 STATUS DURING OPT



USDHS ENFORCEMENT & INCREASED SCRUTINY

- Employer Site Visits & School Site Visits
- USCIS Requests for Evidence on Benefit Applications
- OPT, STEM OPT, H-1B, Green Card
- Program curriculum, enrollment history/transcript, proof of internship/employment relationship
- Interdisciplinary Programs – how does MIT document curriculum (established curriculum, appears on transcript/diploma)?
- [New USDHS Guidance on OPT/STEM OPT Direct Relationship to Degree](#)
 - Why is your degree field experience needed for the position?
 - How are you applying your degree field experience to this position?



Homeland
Security

STUDY in the STATES

STUDENTS ▾

SCHOOLS ▾

BLOG ▾

STUDENTS

Resources for
Students

[Home](#) \ [Students](#) \ [Working in the United States](#)

WORKING IN THE UNITED STATES



SEVP OPT PORTAL

- When OPT is approved, SEVP will send you an email
- SEVP Portal use and information submission is optional
- iMIT Reporting is **REQUIRED**
 - **MUST** submit all personal and employer updates to iMIT
 - Request a new I-20 with updates and for travel a iMIT
 - May use SEVIS Portal to check that information on iMIT
 - **(Note: Please allow at least 10 business days to reflect any changes submitted to iMIT.)**
- Difficulties with SEVP Portal
 - If SEVP emails you with incorrect information, do not worry, contact your ISO advisor
 - Questions on the SEVP Portal? Visit the Study in the States [website](#)

VERY IMPORTANT REMINDERS!



NO WORK!

UNTIL...

- You receive the Employment Authorization Document (EAD Card)

AND

- The start date of your EAD Card is *effective*.

NO EXCEPTIONS



60-DAY GRACE PERIOD

- When 60 day grace period for all F-1 students at completion of program
- Applied for post-completion OPT? Grace period will occur at end of OPT (or STEM OPT Extension, if applicable)
- **NO WORK or STUDY** during grace period, but may remain in the US to travel or prepare for departure
- If you depart U.S. before the 60 days are over, remainder of grace period is forfeited, and you cannot use F-1 status to re-enter U.S. after that time
- Time between program completion and post-completion OPT to be approval notification is not grace period; rather, a waiting period

OPTIONS AFTER POST-COMPLETION OPT?

Students have a few options to remain inside the U.S. and continue working.

- **STEM OPT Extension**
 - For students who have a recent degree in a STEM designated field and are in an active period of Post-Completion OPT.
 - Eligible for up to two STEM OPT extensions based on two STEM degrees at different degree levels in a student's lifetime
 - May apply for a STEM OPT Extension based on a previously earned STEM degree from an accredited U.S. institution within 10 years under which the student has not previously applied for STEM OPT Extension
- **H-1B Temporary Work Visa**
 - Private Sector: H-1B effective start date is Oct 1st. The H-1B "CAP" or quota is 65,000 annually, available to employers April 1st, plus 20,000 additional H-1B spaces for advanced degree holders.
 - Universities and some Non-Profits: Not subject to Cap and can apply at any time for any start date.
 - **Cap-Gap Extension**
 - Cap-Gap Extension extends an eligible F-1 student's status to bridge the gap between the end of their F-1 status and the start of H-1B status, allowing the student to remain in the U.S. during the "gap" and continue working (if on active OPT/STEM OPT). The cap-gap extension is available to students who were either on approved OPT or in their F-1 60-day grace period when their H-1B was filed and have a pending or approved Change-of-Status H-1B Petition with USCIS.



WHAT IS THE STEM OPT EXTENSION?

To be eligible for the 24-Month STEM OPT Extension, you MUST:

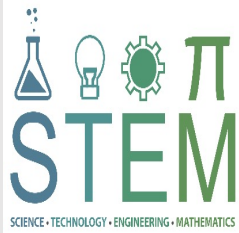
- Have a recent degree in a STEM designated field
 - You can check the Major Code(s)/(CIP code) on your I-20 to confirm ("Program of Study" section) you are STEM eligible.
- Must be currently authorized for 12-month Post-Completion OPT period minimum of 1 month)
 - If no initial Post-Completion OPT left after completing program, **NOT eligible for STEM OPT Extension at that program level**
- Have a job or job offer with a qualified e-verify employer, that is paid employment

To apply for the 24-Month STEM OPT Extension, you MUST:

- Application must be received by USCIS **within 90 days of current OPT/EAD expiration date, not after**
- Maintained F-1 Status? e.g. OPT Reporting, Unemployment
- Submit all documents to ISO on iMIT for I-20
- Mail USCIS Application (e.g. Form I-765, fee, supporting documents)
- Employment automatically extended for 180 days while pending

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1633-0038	
SEVIS ID: N00012345678			
SURNAME/PRIMARY NAME Beaver		GIVEN NAME Timmy	Class of Admission F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME		PASSPORT NAME	
COUNTRY OF BIRTH		COUNTRY OF CITIZENSHIP	
CITY OF BIRTH		DATE OF BIRTH	
FORM ISSUE REASON CONTINUED ATTENDANCE		ADMISSION NUMBER	
SCHOOL INFORMATION			
SCHOOL NAME Massachusetts Institute of Technology Massachusetts Institute of Technology		SCHOOL ADDRESS 77 MASSACHUSETTS AVE, Building E16-219, CAMBRIDGE, MA 02139	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Maria Brennan International Student Advisor		SCHOOL CODE AND APPROVAL DATE 805214790219000 24 JANUARY 2023	
PROGRAM OF STUDY			
MAJOR 1 Management Science 52.1201		MAJOR 2 None 00.0000	
PROGRAM ENGLISH PROFICIENCY Required		ENGLISH PROFICIENCY NOTES Student is proficient	
START OF CLASSES August 15, 2020		PROGRAM START/END DATE August 15, 2020 - December 15, 2021	
FINANCIALS			
Tuition and Fees \$ 82,850		Personal Funds \$ 0	
Living Expenses \$ 35,220		Funds From This School \$ 0	
Expenses of Dependents \$ 0		On-Campus Employment \$ 118,072	
TOTAL \$ 118,072		TOTAL \$ 118,072	
REMARKS			
Post-completion Optional Practical Training in major field of study is recommended upon completion of Master's degree in Management/MSA.			
SCHOOL ATTESTATION			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(5). I am a designated school official of the above named school and am authorized to issue this form.			
SIGNATURE OF: Maria Brennan, International Student Advisor		DATE ISSUED 10/2/2021	PLACE ISSUED CAMBRIDGE, MA
STUDENT ATTESTATION			
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.			
SIGNATURE OF: Beaver Timmy		DATE	
NAME OF PARENT OR GUARDIAN		ADDRESS (city/state or province/country)	
SIGNATURE		DATE	

POST-COMPLETION OPT/STEM OPT VS. H-1B



POST-COMPLETION OPT/STEM OPT

- OPT/STEM OPT eligibility is based on your degree field (not on a specific job)
- You can change jobs/employers using your OPT/STEM. SEVIS must be updated before you begin the new job!
- You also have 90 days of available unemployment time while on Post-Completion OPT, and an additional 60 days during authorized STEM OPT



H-1B TEMPORARY WORK VISA

- H-1B is directly linked to your employer/job
- Not as easy to change jobs/employers, since US immigration status is based on the job
- Once H-1B is approved, your F-1 Status and your OPT/STEM OPT benefits end

Need a Cap-Gap I-20?

- Submit your request in iMIT with all the required materials

GAP IN EMPLOYMENT AUTHORIZATION

H-1B filing opens on March 9th of every calendar year

ON OPT/STEM

Current EAD Card Expires after April 1st

If your H-1B Petition was selected in the lottery and filed as a "change of status" (ONLY), you are eligible for

CAP-GAP I-20!

Current EAD Card Expires after April 1st

H-1B Start Date October 1

H-1B ACTIVE

IF YOU RECEIVE H-1B APPROVAL – YOU MUST SUBMIT A COPY OF THAT TO IMIT, AS SOON AS IT IS APPROVED!

ADDITIONAL QUESTIONS?

ISO Contact Information

- Tel: 617-253-3795
- Email: iso-help@mit.edu
- Website: <https://iso.mit.edu>
- Office Location: 50 Ames Street, Second Floor, E18-219
- In-Person Office Hours: 10:00am-3:00pm, Monday-Friday; Wednesdays 1:00pm-3:00pm

(for emergency situations only)

- All services continue to be available online (including requesting documents, travel signatures, advisor appointments)
- Need to contact your ISO Advisor? Find their information on the ISO [website](#)

Additional Resources

- ISO Immigration/Employment [website](#)
- ISO F-1 Curricular Practical Training [webpage](#)
- ISO F-1 Optional Practical Training [webpage](#)
- ISO F-1 STEM Optional Practical Training [webpage](#)
- ISO Knowledge Base [webpage](#)

