

Office of International Affairs

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Office of International Students and Scholars



Optional Practical Training Workshop

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OPT Workshop Agenda

- OPT - Definition
- Checking your I-20 for your program end date
- Eligibility
- When to Apply
- Make Your Appointment
- Come Prepared (OPT Checklist)
- Traveling on OPT
- Information & Questions

Old I-20



New I-20



SEVIS ID: ██████████

SURNAME/PRIMARY NAME ██████████	GIVEN NAME ██████████	CLASS F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME ██████████	PASSPORT NAME ██████████	
COUNTRY OF BIRTH VENEZUELA	COUNTRY OF CITIZENSHIP VENEZUELA	
DATE OF BIRTH 22 SEPTEMBER 1992	ADMISSION NUMBER ██████████	
FORM ISSUE REASON CONTINUED ATTENDANCE - Updated Form I-20 or Name Conversion	LEGACY NAME ██████████	

SCHOOL INFORMATION	
SCHOOL NAME Nova Southeastern University Nova Southeastern University	SCHOOL ADDRESS 3901 College Avenue, Ft. Lauderdale, FL 33314
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL James Vatrul Senior International Student and Scholar Advisor	SCHOOL CODE AND APPROVAL DATE MIA214F00078000 18 AUGUST 2002

PROGRAM OF STUDY		
EDUCATION LEVEL MASTER'S	MAJOR 1 Business Administration and Management, General 52.0201	MAJOR 2 None 00.0000
NORMAL PROGRAM LENGTH 24 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient
PROGRAM START DATE 29 SEPTEMBER 2014	PROGRAM END DATE 29 SEPTEMBER 2016	

FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 12 MONTHS		STUDENT'S FUNDING FOR: 12 MONTHS	
Tuition and Fees	\$ 22,722	Personal Funds	\$ 0
Living Expenses	\$ 22,438	Funds From This School	\$
Expenses of Dependents (0)	\$	Family Funds	\$ 45,161
Other	\$	On-Campus Employment	\$
TOTAL	\$ 45,161	TOTAL	\$ 45,161

REMARKS

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.

DATE ISSUED 16 November 2015 **PLACE ISSUED** Ft. Lauderdale, FL

SIGNATURE OF: James Vatrul, Senior International Student and Scholar Advisor

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: ██████████ **DATE** _____

NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country)	DATE

SEVIS ID: [REDACTED] (F-1)

NAME: [REDACTED]

EMPLOYMENT AUTHORIZATION

EMPLOYMENT STATUS	TYPE
EMPLOYMENT START DATE	EMPLOYMENT END DATE
EMPLOYER NAME	EMPLOYER LOCATION
COMMENTS	

CHANGE OF STATUS/CAP-GAP EXTENSION

REQUESTED VISA TYPE	REQUEST/PETITION STATUS	RECEIPT NUMBER	BENEFIT START DATE/REQUEST DATE
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EVENT HISTORY

EVENT NAME	EVENT DATE
Registration	01 OCTOBER 2014

OTHER AUTHORIZATIONS

AUTHORIZATION	START DATE	END DATE
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TRAVEL ENDORSEMENT

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

SCHOOL OFFICIAL	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
_____	_____	X	_____	_____
_____	_____	X	_____	_____
_____	_____	X	_____	_____
_____	_____	X	_____	_____

OPT Definition

Optional Practical Training (OPT) is a practical work experience in your field of study, usually after completion of a degree, for a **maximum of one year**.

With some science, technology, engineering, & math (STEM) degrees, you may be eligible for an additional 24 months of OPT. *The employer must be a subscriber to the E-Verify employee verification system.*

The I-20 End Date

- The end date should not have passed.

PROGRAM OF STUDY		
EDUCATION LEVEL DOCTORATE	MAJOR 1 Pharmacy 51.2001	MAJOR 2 None 00.0000
NORMAL PROGRAM LENGTH 48 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient
PROGRAM START DATE 24 AUGUST 2015	PROGRAM END DATE 24 AUGUST 2019	

This end date controls your OPT start and end dates.

The I-20 End Date

PROGRAM OF STUDY		
EDUCATION LEVEL DOCTORATE	MAJOR 1 Pharmacy 51.2001	MAJOR 2 None 00.0000
NORMAL PROGRAM LENGTH 48 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient
PROGRAM START DATE 24 AUGUST 2015	PROGRAM END DATE 24 AUGUST 2019	

Important: The end date shown on your I-20 is only an estimate of your program completion. Your actual program completion date may be sooner than the end date on your I-20. It is your responsibility to keep track of when you will be completing your course work, as that date will determine the OPT application timeline.

The I-20 End Date

PROGRAM OF STUDY

EDUCATION LEVEL DOCTORATE	MAJOR 1 Pharmacy 51.2001	MAJOR 2 None 00.0000
NORMAL PROGRAM LENGTH 48 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient
PROGRAM START DATE 24 AUGUST 2015	PROGRAM END DATE 24 AUGUST 2019	

If you are nearing your end date and realize that you are going to need more time to complete your program, please see your advisor to have your end date extended.

Eligibility

To be eligible for OPT you must:

- Have been lawfully enrolled in a DHS-approved institution for at least 1 academic year.
- In most cases, you should be in your last semester of study.
- Have a valid passport (six months into the future).
- Have an unexpired I-20 (Remember: Check your I-20)

When to Apply

- You should apply at least 90 days prior to your last day of class. We recommend your making an appointment as close as possible to this date, as OPT processing time is averaging 90 days.
- Although you can apply after this (even during your 60 day grace period), you risk losing OPT time.

Make an Appointment with OISS

- Call the OISS and request an appointment for OPT.
- The OPT process should take about 20 to 30 minutes, if you have completed the necessary paperwork. (If you do not have your paperwork completed, you will be asked to reschedule for the next available appointment.)
- Four OPT appointment times will be available (there are no Friday appointments): 10 & 11 AM and 2 & 3 PM.

What to Bring to Your Appointment

- Passport with visa stamp (If you are a Canadian or Bermudian citizen, you will not have a visa stamp.)
- I-94 card or I-94 web print-out.
- Previous OPT (EAD) cards.
- 2 American passport photographs (2" x 2 ").
- Personal check or money order for \$380 (\$410 after December 23, 2016).
- Know the date of your last of class. Your last day of class means the last day of your coursework, including any capstone or qualifying exam, and excluding your thesis/dissertation.
- I-765 Application Form

Note: If you fail to bring in the proper documentation, you will need to reschedule your appointment for the next available appointment.

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

**I-765, Application For
Employment Authorization**

For USCIS Use Only	Fee Stamp	Action Block	Initial Receipt	Resubmitted
			Relocated	
			Received	Sent
			Completed	
<input type="checkbox"/> Application Approved <input type="checkbox"/> Authorization/Extension Valid From _____ <input type="checkbox"/> Authorization/Extension Valid To _____ Subject to the following conditions: _____		<input type="checkbox"/> Application Denied - Failed to establish: <input type="checkbox"/> Eligibility under § CFR 274a.12 (a) or (c) <input type="checkbox"/> Economic necessity under § CFR 274a.12(c)(14), (15) and § CFR 214.2(h)		Approved Denied A# _____

I am applying for: Permission to accept employment. Replacement (of lost employment authorization document).
 Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

- Full Name**
(Family Name) (First Name) (Middle Name)
- Other Names Used** (include Maiden Name)
- U.S. Mailing Address**
(Street Number and Name) (Apt. Number)
(Town or City) (State) (ZIP Code)
- Country of Citizenship or Nationality**
- Place of Birth**
(Town or City) (State/Province) (Country)
- Date of Birth** (mm/dd/yyyy)
- Gender** Male Female
- Marital Status**
 Married Single Divorced Widowed
- Social Security Number** (Include all numbers you have ever used, if any)
- Alien Registration Number (A-Number) or Form I-94 Number** (if any)
- Have you ever before applied for employment authorization from USCIS?**
 Yes (Complete the following questions.)
 Which USCIS Office? _____ Dates _____
 Results (Granted or Denied - attach all documentation) _____
 No (Proceed to Question 12.)
- Date of Last Entry into the U.S., on or about** (mm/dd/yyyy)
- Place of Last Entry into the U.S.**
- Status at Last Entry** (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

- Current Immigration Status** (Visitor, Student, etc.)
- Eligibility Category.** Go to the "Who May File Form I-765?" section of the instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.
() () ()
- (c)(3)(C) Eligibility Category.** If you entered the eligibility category (c)(3)(C) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.
 Degree _____ Employer's Name as listed in E-Verify _____
 Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number _____
- (c)(26) Eligibility Category.** If you entered the eligibility category (c)(26) in Question 16 above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

Certification
I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in Question 16.

Applicant's Signature
Date of Signature (mm/dd/yyyy) _____
Telephone Number _____

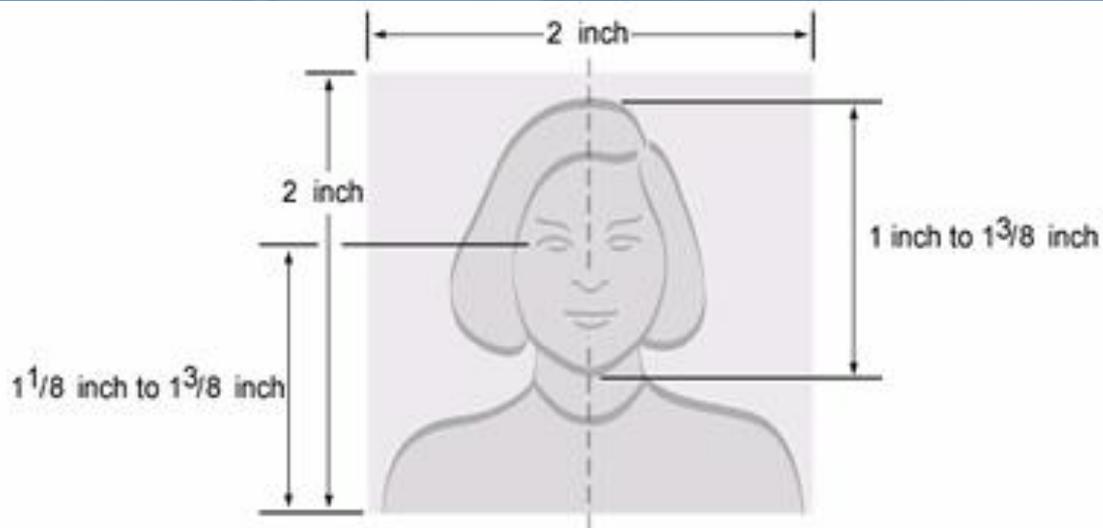
Signature of Person Preparing Form, If Other Than Applicant
I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.
Preparer's Signature _____
Date of Signature (mm/dd/yyyy) _____
Printed Name _____
Address _____

Sample I-765 Form

OPT Photos

- Both photos must be of only the applicant and must be identical.
- All photos must meet the specifications for full frontal/passport photos and must be no more than 30 days old when an application is filed.
- Do NOT cut the pictures!
- Print your name and I-94 number on the back of each photo.

Photo example: OPT Photos



Full frontal/passport
(head facing camera)



OPT Photos

- **Where to Get the Photos**

We recommend:

Walgreens

**3015 S University Dr, Davie, FL
33328**

954-475-9222

Corner of 30th and University Dr.

Traveling while on OPT

- Once you have filed your application and have completed your studies, you should NOT leave the U.S. until the Notice of Action has been issued. You will need the Notice of Action, an endorsed I-20 (signed by OISS for travel), and a valid U.S. F-1 student visa stamp to re-enter the U.S.



RECEIPT NUMBER SRC-		CASE TYPE I765
RECEIVED DATE July 9, 2007	PRIORITY DATE	APPLICATION FOR EMPLOYMENT AUTHORIZATION
NOTICE DATE July 10, 2007	PAGE 1 of 1	APPLICANT

C/O ATTN INT L STUDENT OFFICE 3301 COLLEGE AVE FORT LAUDERDALE FL 33314	<p>Notice Type: Receipt Notice</p> <p>Amount received: \$ 180.00</p> <p>Class requested: C031</p>
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Receipt Notice - This notice confirms that USCIS received your application or petition ("this case") as shown above. **If any of the above information is incorrect, please immediately call 800-375-5283 to let us know.** This will help avoid future problems.

This notice does not grant any immigration status or benefit. It is not even evidence that this case is still pending. It only shows that the application or petition was filed on the date shown.

Processing time - Processing times vary by kind of case. You can check our website at www.uscis.gov for our current "processing times" for this kind of case at the particular office to which this case is or becomes assigned. On our website "case status online" page, you can also view status or sign up to receive free e-mail updates as we complete key processing steps on this case. During most of the time this case is pending, however, our systems will show only that the case has been received, and the processing status will not have changed, because we will be working on other cases that were filed earlier than this one. We will notify you by mail, and show in our systems, when we make a decision on this case or if we need something from you. If you do not receive an initial decision or update from us within our current processing time, check our website or call 800-375-5283. Please save this notice, and any other notice we send you about this case, and please make and keep a copy of any papers you send us by any means, along with any proof of delivery to us. Please have all these papers with you if you contact us about this case.

If this case is an I-130 Petition - Filing and approval of a Form I-130, Petition for Alien Relative, is only the first step in helping a relative immigrate to the United States. The beneficiaries of a petition must wait until a visa number is available before they can take the next step to apply for an immigrant visa or adjustment of status to lawful permanent residence. To best allocate resources, USCIS may wait to process forms I-130 until closer to the time when a visa number will become available, which may be years after the petition was filed. Nevertheless, USCIS processes forms I-130 in time not to delay relatives ability to take the next step toward permanent residence once a visa number does become available. If, before final action on the petition, you decide to withdraw your petition, your family relationship with the beneficiary ends, or you become a U.S. citizen, call 800-375-5283.

Applications requiring biometrics - In some types of cases USCIS requires biometrics. In such cases, USCIS will send you a SEPARATE appointment notice with a specific date, time and place for you to go to a USCIS Application Support Center (ASC) for biometrics processing. You must WAIT for that separate appointment notice and take it (NOT this receipt notice) to your ASC appointment along with your photo identification. Acceptable kinds of photo identification are: a passport or national photo identification issued by your country, a drivers license, a military photo identification, or a state-issued photo identification card. If you receive more than one ASC appointment notice, even for different cases, take them both to the first appointment.

If your address changes - If your mailing address changes while your case is pending, call 800-375-5283 or use the "Online Change of Address" function on our website. Otherwise, you might not receive notice of our action on this case.

Please see the additional information on the back. You will be notified separately about any other cases you filed.

IMMIGRATION & NATURALIZATION SERVICE
TEXAS SERVICE CENTER
P O BOX 851488 - DEPT A
MESQUITE TX 75185-1488
Customer Service Telephone: (800) 375-5283



Traveling while
on OPT (Notice
of Action)



Traveling while on OPT

After your OPT has been approved, you will need:

- a job offer letter or employment contract
- your Employment Authorization Document (EAD card)
- an I-20 endorsed for travel with a signature (no older than 6 months) by Designated School Official (DSO)
- a valid U.S. F-1 student visa stamp to re-enter the U.S. (unless you are Canadian or Bermudian)

Traveling while on OPT (EAD Card)

UNITED STATES OF AMERICA **EMPLOYMENT AUTHORIZATION CARD**

Surname
[REDACTED]

Given Name
ANDREA S

USCIS# **138-152-228** **CategoryCard#** **C03B SRC1690087560**

Country of Birth
Venezuela

Terms and Conditions
Student: Post-Completion Opt

Date of Birth **09 NOV 1990** **Sex** **F**

Valid From: **02/08/16**

Card Expires: **02/07/17**

NOT VALID FOR REENTRY TO U.S.

fingerprint not available

ANDREA S 09 Nov 1990



Important Information

- USCIS will send a “Notice of Action” receipt form usually within three weeks of receiving your application for OPT.
- If you choose, you may request status updates via email and text messages.
- You will still need your I-20 signed for travel every six months.
- If your visa has expired, you should not travel internationally. Embassies and consulates seldom renew visas during a student’s OPT period.

Miscellaneous Questions

I heard that you cannot be unemployed for more than 90 days (150 days while on STEM extension). What happens after that?

The OISS is not responsible for calculating unemployment time or taking action based on unemployment time. If a student has no current employment information on his SEVIS record for an aggregate of 90 days (150 for STEM), the record may automatically terminate.

The Department of Homeland Security maintains responsibility for determining whether a student has violated his or her status by exceeding the permissible limit on authorized unemployment.

If your I-20 is terminated for exceeding unemployment limits, you will be required to leave the USA.

Miscellaneous Questions

Who determines whether or not a job is appropriate for OPT?

Regulations do not require the Office of International Students and Scholars or USCIS (United States Citizenship and Immigration Services) to determine if it is appropriate to a student's standard OPT. This determination appears, by default, to fall to the employer, who is required to complete Form I-9, and to the student, who is required to adhere to the terms and conditions of F-1 status.



Miscellaneous Questions

Am I permitted to study while on OPT?

There is little written guidance to assist in answering this specific question. INS had stated in a 1993 letter that “A student working full-time in post-completion practical training may attend school part time.” In the same letter, INS said that, “Student engaged in post-completion practical training may not also attend school full-time.”



Miscellaneous Questions

What types of activity constitute employment while on OPT?

- Regular paid employment
- Payment by multiple short-term employers (actors, musicians, comedians)
- Work for hire—student performs a service based on a contractual relationship rather than an employment relationship. If requested by DHS, students should be prepared to provide evidence showing the duration of the contract periods and the name and address of the contracting company.
- Self-employed—students on OPT may start a business and be self-employed. The student should be able to prove that he or she has the proper business licenses and is actively engaged in a business related to his or her degree program
- Employment agency—students must be able to provide evidence showing they worked an average of at least 20 hours per week while employed by the agency.
- Volunteer—students may work as volunteers or unpaid interns where this practice does not violate any labor laws.

Thank You!

**Thank you for your
attendance and participation.
If you have any additional
questions, please contact the
Office of International
Students and Scholars:
954-262-7240**

