All international students are eligible to work on-campus in job that are NOT federal work study jobs (jobs that are not federally funded).
Off-Campus Employment

International students can work off campus only with prior authorization from the Office of International Students and Scholars.
Off-Campus Employment

Optional Practical Training (OPT)
## Types of OPT

<table>
<thead>
<tr>
<th><strong>Pre-Completion</strong></th>
<th><strong>Post Completion</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Deducted from post completion OPT</td>
<td>• Apply 90 days prior to last day of class</td>
</tr>
<tr>
<td>• Apply 90 days prior to anticipated start date</td>
<td>• Application process and fees apply</td>
</tr>
<tr>
<td>• Application process and fees apply</td>
<td>• Full time/multiple employers/self-employment</td>
</tr>
<tr>
<td>• Only part time when school is in session</td>
<td>• STEM eligible degrees may apply for additional 17 months of employment.</td>
</tr>
</tbody>
</table>
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, 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)
Checking your I-20

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.
When to Apply

• You should apply at least 90 days prior to your last day of class. We recommend this 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 takes at least 45 minutes or longer depending on individual circumstances.
• Two OPT appointment times available each day: 10 AM & 2 PM.
What to Bring to Your Appointment

- Passport with visa stamp (if you are a citizen of Canada or Bermuda you will not have a visa stamp).
- I-94 card.
- Previous OPT (EAD) cards.
- 2 American passport photographs (2” x 2”).
- Personal check or money order made payable to the Department of Homeland Security for $380.
- Know the date of your last class. Your last class includes any capstone, qualifying exam, and the acceptance of your thesis/dissertation.
- I-765 Application Form

Note: If you fail to bring in the proper documentation, we will rescheduled your appointment for another time.
Sample I-765 Form

<table>
<thead>
<tr>
<th>11/16/2012</th>
<th>Office of International Students and Scholars</th>
</tr>
</thead>
</table>

![Sample I-765 Form Image]
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.
OPT Photos

2 inches

2 inches
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

• Despite the precautions and preparations you may make, travelling internationally while waiting for OPT approval or after OPT has been approved can be risky.

That being said…

• 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.

• Once you have been issued an EAD card, you will need a job offer letter, 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.
Traveling while on OPT (Notice of Action)

<table>
<thead>
<tr>
<th>Type of Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Employment Authorization</td>
<td></td>
</tr>
</tbody>
</table>

**Notice of Action**

- **Receipt Number**: SRC
- **Received Date**: July 9, 2007
- **Priority Date**: July 10, 2007

**C/O ATTN INT L STUDENT OFFICE**

3301 COLLEGE AVE
FORT LAUDERDALE FL 33314

**Notice Type**: Receipt Notice

- **Amount received**: $ 180.00
- **Class requested**: C031

**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’s “case status online” page, you can also view status of applications for employment authorization, as we complete key processing steps on this case. During most of the time, this case is pending; however, 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 Aliens Relation, 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 meet allocation 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 becomes 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 biometrics appointment notice with a specific date, time and place for you to go to a USCIS Application Support Center (ASC) for biometric processing. You must wait for that separate appointment notice and take it along with 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 driver’s 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.

Office of International Students and Scholars

Form I-797 (Rev. 01/13/05) N
Traveling while on OPT (EAD Card)
Important Information

• USCIS will send a “Notice of Action” receipt form usually within a month 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.
I heard that you cannot be unemployed for more than 90 days (120 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’s SEVIS record remains in Active status and the student has otherwise maintained F-1 status, our office considers the student in status and acts accordingly.

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.
How will the Department of Homeland Security enforce the unemployment provision?

A student may be denied future immigration benefits that rely on the student’s valid F-1 status if DHS determines that the student exceeded the limitations on authorized unemployment.

Additionally, ICE/SEVP may examine SEVIS data for an individual, a selected group, or all students on post-completion OPT and terminate a student’s record if it fails to show the student maintained the proper period of employment. In such cases, the student will be given an opportunity to show that he or she complied with all OPT requirements, including maintaining employment.
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.
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.”
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 for your attendance and participation!
If you have any additional questions, please contact the Office of International Students and Scholars.

Additional information can be found in http://www.nova.edu/internationalstudents/current/offcampus.html
OIA Contact information

Website:  
http://www.nova.edu/internationalstudents/

Email:  
intl@nova.edu

Phone:  
954-262-7240 (24/7)

Skype:  
nsu.international

Facebook:  
http://www.facebook.com/nsu.intl