OPTIONAL PRACTICAL TRAINING (OPT)

POST-COMPLETION ESSENTIALS

International Student & Scholar Services
Middlebury College

Last updated: November 18, 2020
OPT ROAD MAP: WHERE ARE WE GOING?

- Post-Completion OPT Basics
  - What is it, When is it needed
- Eligibility
- Application Submission Planning
- Application Process
- Maintaining Status While on OPT
- OPT Reporting Requirements
- OPT STEM Extension
- Questions

**TIP:** Students interested in **Pre-Completion OPT or Curricular Practical Training (CPT)**, please contact ISSS for more information; this slide deck only refers to Post-Completion OPT
OPTIONAL PRACTICAL TRAINING:

A FORM OF WORK AUTHORIZATION THAT ALLOWS F-1 STUDENTS TO ENGAGE IN TEMPORARY EMPLOYMENT TO GAIN PRACTICAL EXPERIENCE IN THE STUDENT’S MAJOR FIELD OF STUDY AT AN OFF-CAMPUS LOCATION.

REQUEST MUST BE ADJUDICATED BY U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS).
OPT ELIGIBILITY REQUIREMENTS

• Must be in valid F-1 status

• Must have been enrolled full-time for a full academic year

• Must submit from within the United States → cannot submit application if outside of the U.S.
OPTIONAL PRACTICAL TRAINING:

REPORTING TO ISSS IS REQUIRED WHILE PARTICIPATING IN ANY FORM OF OPT

POST-Completion OPT

• Available **AFTER** student’s program end date (**Seniors only**)  

• **May submit application** no sooner than 90 days before their program end date and no later than 60 days after program end date

**SUBMIT APPLICATION = physically received by USCIS!**

• Must work **at least 20 hours per week**

• **Unemployment** is limited to an **aggregate of 90 days**
OPT FACTS

• OPT is available for up to **12 months per successive educational level**. *Pre-completion* OPT is deducted from this bank of time, leaving what remains for use during post-completion OPT.

• OPT must be **directly related to a student’s major field of study**.

• OPT is **not employer specific**. You don’t need a job to apply, but you need to know that you plan on pursuing employment/training.

• USCIS application processing times vary and **can exceed 90 days** for approval. *Submit your application as early as you can*. ISSS cannot guarantee processing times.
OPT FACTS

• You must submit a new application and pay a new filing fee each time you apply for OPT.

• While on post-completion OPT, an extension of 24 months may be available to students who have earned a STEM-eligible degree provided they meet certain requirements. (more on this later)

Note:
OPT is a benefit of your F-1 Status; it is not a separate status. You remain in F-1 status while pursuing OPT, which means you must maintain communication with the ISSS office throughout this benefit.
Opt is not needed for:

- Work outside of the United States.

- On-campus employment before you graduate: once you graduate, you are no longer eligible for student positions on campus.

- True volunteer activities traditionally done by unpaid persons for their own pleasure/fulfillment; acts performed out of good will as a service to the community. No form of compensation for services rendered.
  - Example: Community kitchen helper vs Coordinator

- U.S. Department of Labor Test for Unpaid Interns: Fact Sheet #71 Internship Programs Under the Fair Labor Standards Act
  - [http://www.dol.gov/whd/regs/compliance/whdfs71.htm](http://www.dol.gov/whd/regs/compliance/whdfs71.htm)
    - Outlines criteria that must apply in determining if an organization must pay interns or not.
OPT IS NEEDED FOR:

- **Off-campus employment** (i.e. receive a form of remuneration in exchange for your services);

- **Unique opportunities that may require authorization** (starting a business, etc.). ISSS may recommend that you consult with an immigration attorney.

- **Situations where others doing the same work are being paid.** You should not be treated differently by an employer just because you have an F-1 visa – or not be paid for a position that is usually paid.
1. Employment generally refers to a relationship where an individual provides services or labor and is remunerated for these services. Remuneration can include pay, housing, clothing, food or other benefits. Employment requires authorization.

2. Work authorization is not required for true volunteer work. However, state labor and worker’s compensation laws generally do not allow someone to “volunteer” in a position that is generally paid.

3. Running (versus planning) a business usually requires work authorization. Consultation with an attorney is advised.

4. Any work done while in the U.S., even for a foreign company and even if paid to a foreign bank account, still counts as employment in the U.S.

APPLICATION SUBMISSION PLANNING

1. SUBMIT APPLICATION on time ➔ application physically received by USCIS!

- **February 2021 Graduates**
  Program End Date: **February 12, 2021**
  - First Date You Can Submit: **November 14, 2020**
  - Last Date You Can Submit: **April 13, 2021 (60\(^{th}\) day)**

- **May 2021 Graduates – subject to change**
  Program End Date: **May 30, 2021 (Commencement)**
  - First Date You Can Submit: **March 1, 2021**
  - Last Date You Can Submit: **July 29, 2021 (60\(^{th}\) day)**

- **December 2021 Graduates – subject to change**
  Program End Date: **December 19, 2021 (last day final exams)**
  - First Date You Can Submit: **September 20, 2021**
  - Last Date You Can Submit: **February 17, 2022 (60\(^{th}\) day)**

**ISSS TIP:** To ensure documents arrive safely within the eligible application period, do not submit your application on the very first or very last eligible date. Plan accordingly!
2. Know the specific start & end dates you want to request.
   - You do NOT need to have a job offer to submit OPT application.
   - You can select a post-completion OPT start date up to 60-calendar days after your program completion date.

February 2021 Graduates
- Earliest OPT Start Date You Can Request: **February 13, 2021**
- Latest OPT Start Date You Can Request: **April 13, 2021**

May 2021 Graduates
- Earliest OPT Start Date You Can Request: **May 31, 2021**
- Latest OPT Start Date You Can Request: **July 29, 2021**

December 2021 Graduates
- Earliest OPT Start Date You Can Request: **December 20, 2021**
- Latest OPT Start Date You Can Request: **February 17, 2022**
OPT APPLICATION PROCESS

• **Attend** an ISSS OPT virtual session or review our OPT presentation at [go/opt](#).

• **Read** the **OPT Guidance for Filing and Mailing** document found on the ISSS website at [go/opt](#). This document outlines everything that you need to do related to completing your OPT Request and application.

• **Submit your complete OPT Request to ISSS** using the Document Submission Form, including all supportive documents. **TIP:** submit as one pdf if possible
  • [https://forms.middlebury.edu/international/isss/document-submission-form](https://forms.middlebury.edu/international/isss/document-submission-form)

• An ISSS Advisor will review and, **if the documentation and application is complete**, issue an I-20 with an OPT recommendation on it for inclusion in the OPT application to USCIS. If further attention is required, you will be contacted via email with feedback. You should anticipate 5-10 business days for processing.

• **COPY your entire OPT application** for your records **BEFORE** submitting.

• **Mail your completed OPT application** to the appropriate USCIS Lockbox.
  • Lockbox information is found in the OPT Guidance for Filing and Mailing document.
YOU SUBMITTED YOUR APPLICATION. NOW WHAT?

• A few weeks after mailing your application, ISSS will receive a receipt notice with an assigned case number for you. We will notify you when it arrives. You may use the case number to track the status of your application on www.uscis.gov.

• If you call USCIS to inquire about your case, make sure to state that you do not wish to change your address of record to avoid mailing complications.

If you have questions, ask ISSS. Avoid unreliable sources.
WITHDRAWING AN OPT APPLICATION

• It is possible to withdraw an application after it has been filed but before it has been adjudicated (processed).

• The adjudicating Service Center must be contacted directly. A withdrawal may not be retracted once the request has been made.

• If the withdrawal is approved, the filing fee is not returned.

• You may file an application in the future.

It is very difficult and rare for USCIS to revoke a period of previously authorized work authorization, so exercise care when applying.
YOUR OPT IS APPROVED!!

• When your application is approved, an Approval Notice will be sent to ISSS if you use our mailing address (recommended). Your employment authorization card/document will be triggered for production at a separate facility and should arrive within 5-10 business days afterwards.

• ISSS will inform you via email when your documents have arrived. We typically will not mail documents outside of the U.S. Please contact ISSS to discuss your circumstances if you may be outside of the U.S. We can mail documents to a U.S. address for a fee or you can give written permission for a friend to receive them on your behalf.

• You can begin working as of the start date listed on your EAC or when you have the EAC in hand whichever is later.

• Please note: if you lose your EAC, you will need to file for a replacement card and pay another filing fee.
WHAT COUNTS AS EMPLOYMENT?

- **Regular paid employment**: may change jobs

- **Payment by multiple, short-term employers**: maintain a list of all gigs, the dates and duration

- **Work for hire**: perform a service based on a contractual relationship

- **Self-employed business owner**: must have proper business licenses

- **Employment through an agency**: maintain evidence of a minimum of 20 hours per week

- **Volunteers or unpaid interns**: where the practice does not violate labor laws. Maintain evidence of a minimum of 20 hours per week.
MAINTAINING STATUS WHILE ON OPT

• While on post-completion OPT, F-1 status is dependent upon employment, and a student **may not be unemployed for an aggregate (total) of 90 calendar days or more.**

• To be considered employed, students must work at least 20 hours/week in a qualifying position. For those with variable schedules within a month, it should average to 20+ hrs/wk.

• **For STEM OPT extension students:** may be unemployed for an aggregate (total) of 150 calendar days. (90 days during the initial period of post-completion OPT, plus an additional 60 days during the STEM extension period).
MAINTAINING STATUS WHILE ON OPT

• **Unemployment days** are any day (including weekends) during authorized OPT (i.e. between the EAC start and end dates) when the person is not actively employed in qualifying employment.
  - *If you have a job that’s recorded in SEVIS, weekends and vacation do not count as unemployment!*

• Time spent outside of the U.S. during an approved period of post-completion OPT counts as unemployment against the 90/150-day limit, unless the student is either:
  a) employed during a period of leave authorized by the employer (such as vacation or an approved leave) or
  b) traveling as part of employment (i.e. a business trip).
TRAVEL WHILE ON OPT

ISSS recommends:

• **Do not travel** while your OPT application is pending.
• *If you must travel, discuss with ISSS BEFORE departing the U.S.*

Once OPT is approved, you will need these documents for reentry:

• Form I-20 with OPT endorsement & valid travel signature
• Valid F-1 visa (if needed)
• Passport valid for at least 6 months
• Valid Employment Authentication Card (EAC)
• Employment Confirmation Letter from Employer (keep it brief!)
NOTE: During your approved post-completion OPT period, you remain in F-1 student status under the sponsorship of Middlebury College.

To maintain your F-1 status, you are required by the U.S. Department of Homeland Security to report certain changes to ISSS at go/opt using the SEVIS Updates links found here:
REPORTING REQUIREMENTS

FOR THOSE ON POST-COMPLETION OPT (AND STEM OPT):

A SEVIS Student Portal (web-based) is available for your use.

Students in F-1 Status on Post-completion OPT and STEM OPT Extension will be expected to report the required employment information and their residential living addresses, phone numbers and emails to the SEVIS student portal. This system will populate into SEVIS. It is a best practice to also submit the updates to ISSS using the SEVIS Updates links at go/opt.

On your first day of approved OPT, SEVIS will send you a set-up email to the email address reported to SEVIS. It is a best practice to report an email address that you know you will check regularly; this is the same address to which important updates will be sent from the government.

Students will need to make updates by appropriate timelines.
ISSS must receive this information in order to report in SEVIS that you are engaged in employment. If you do not report, then it will appear in SEVIS that you are unemployed, and you will begin accruing unemployment time (even if you are really working). After more than 90 days of aggregate (total) unemployment in SEVIS, the system will automatically terminate your record, which also means your OPT will also be ended and you must stop working.

IT IS YOUR RESPONSIBILITY TO ENSURE REQUIRED INFORMATION IS SUBMITTED:

- Report any U.S. address or legal name changes to ISSS within 10 days of the change occurring. Use the ISSS Address Update Form.

- Report all new employment by using the New Employment Update Form. This includes providing a statement on how your employment is directly related to your Middlebury major field of study.

- Report all changes in employment (i.e. ending a job, leaving the U.S. and ending OPT) by completing the Change of Employment Form.

- Maintain a valid signature on page 2 of your Form I-20

- Forms referenced here are located: http://www.middlebury.edu/international/iss
1. If you have previously earned a STEM-eligible degree, you may be eligible to apply for an **OPT STEM extension**. >>>YOU MUST APPLY BEFORE YOUR OPT END DATE.

2. **Depart from the U.S. within your 60-day grace period.** Whether you leave on day 6 or 60, once you leave, you cannot re-enter using your Middlebury Form I-20 regardless of the remaining validity on your visa stamp.

3. **Enroll in another U.S. institution as a full-time student.** ISSS would need to transfer your SEVIS record within your grace period. Once your SEVIS record has been transferred, you will lose any remaining OPT time.

4. **Change to a different visa status.** Can be done from within the U.S. but you should apply prior to OPT end date. Contact ISSS for further discussion and/or to receive an immigration attorney resource list.
** All ES Tracks qualify for STEM

As of 1/27/2020

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Students in F-1 status who are on standard post-completion OPT and have earned a STEM degree may submit an application for a 24-month extension of employment authorization.

To be eligible for the extension, the student must meet each requirement listed here:

- Completed a degree in a STEM eligible field from a U.S. accredited institution with SEVP certification within the last 10 years and has not yet utilized this STEM degree to apply for STEM OPT.

- Must be currently participating in post-completion OPT and working for a U.S. employer in a job directly related to the student’s major field of study. The earliest one can apply is no more than 90 calendar days before the current post-completion OPT period ends per USCIS; however, ISSS requires 15 business days for processing purposes so plan accordingly.

- Current or prospective employer must be registered in E-Verify & during STEM OPT, all positions must be directly related to the STEM degree.

- Student and employer must complete, sign and adhere to a training plan (Form I-983) and comply with all reporting requirements.

- Student may be eligible for two STEM OPT authorizations of 24 months each, provided that the second period of 24-month extension is after a higher-level STEM degree than the first STEM authorization.

FOR MORE INFORMATION and HOW TO APPLY FOR STEM OPT, GO TO: http://www.middlebury.edu/international/isss/employment/stem
QUESTIONS??

Via email at isss@middlebury.edu
Via phone at (802) 443-5858

**Virtual Drop-In Hours:**
on campus - go/isssdropin
remote - http://go.middlebury.edu/isssdropin
M: 3-4.30, T: 9-10, Th: 3-4.30, F: 9-10, 2-4 all times U.S. Eastern)

To schedule an appointment:
Calendly.com/middleburyisss - select “Appointment with Christy Fry”

*ISSS strives to present accurate information regarding USCIS processes and fees. It is always recommended that you consult the USCIS website directly to verify the filing details before submitting your application.*

https://www.uscis.gov/i-765