



University of
New Haven

OPT HANDBOOK

UNIVERSITY IMMIGRATION SERVICES



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Overview : Optional Practical Training and the STEM Extension on the F-1 Visa

Overview

Post-completion Optional Practical Training (OPT) is a 12-month employment authorization available to F-1 students who have been lawfully enrolled full-time for at least one academic year and are completing the required coursework to earn an academic degree at the associate's, bachelor's, master's, or doctoral level.

F-1 students are permitted one period of OPT after each degree level, and they must engage only in employment directly related to an F-1 student's major area of study. Post-completion OPT begins after the I-20 program end date and must conclude no later than 14 months after the program end date.

Although it is possible to use some or all of the allotted 12 months during semester breaks prior to the I-20 program end date (called pre-completion OPT), this is mostly impractical because it requires the same application process and cost as post-completion OPT and reduces the allotment of months for post-completion OPT. The Office of University Immigration Services (UIS) does not endorse pre-completion OPT because internships are possible for most University academic programs, thus Curricular Practical Training (CPT) can fulfill the same experiential purpose.

Students who complete degrees in science, technology, engineering, or mathematics may be eligible for a two-year STEM extension of their post-completion OPT, depending on the support and eligibility of their employers.

Eligibility

To be eligible for post-completion OPT, the student must have had valid visa status and lawfully enrolled for at least one full academic year immediately preceding their I-20 program end date. UIS recommends that students confirm with their academic advisor that they are on track to complete their coursework as planned before to starting the OPT application process. Students may apply up to 90 days prior to their program end date and up to 60 days past their program end date. Due to UIS processing times, it is highly recommended that students apply early. UIS will provide virtual information sessions in March for students graduating in May or August and in October for students graduating in December.

To be eligible for the STEM extension, a student must have completed a qualifying degree, as listed on the [DHS STEM designated program list](#), from an accredited and SEVP-certified school; be employed full-time (20+ hours per week) in a qualifying job that is related to their field of study; AND work for a qualifying employer that is e-verified and able to fill out an I-983.

OPT/STEM Timeline

- 1) 90 days prior to the completion of coursework (I-20 Program End Date), the post-completion OPT application begins. The deadline to apply is 60 days after the I-20 program end date.
- 2) The student completes the Canvas course. UIS issues the OPT Request I-20 to the student.
- 3) Within 30 days of the I-20 issuance, the student submits the I-765 application to United States Citizenship and Immigration Services (USCIS), which issues an I-797 Receipt Notice with the student's case number.
- 4) USCIS adjudicates the OPT application, usually in about 3 months. USCIS sends the student an OPT approval notice.
- 5) The Employment Authorization Documents (EAD) card is manufactured and shipped separately to the student.
- 6) If the student has also applied for the SSN on the same I-765, a different federal agency, the Social Security Administration, will process the application and upon approval, will ship the SSN card to the student.
- 7) When the student acquires employment, they notify UIS and submit the Update OPT/STEM Information Form with the employment information.
- 8) UIS updates the SEVIS record and reprints an I-20 that includes the employer information, which goes to the student.
- 9) The student continues to report to UIS any changes in employment or personal contact information using the Update OPT/STEM Information Form.
- 10) If eligible, the student begins the STEM Extension application 90 days prior to the EAD expiration date. The deadline to apply is the EAD expiration date.
- 11) The student submits the STEM Request Form to UIS along with the I-983 and other requested evidence. UIS issues the STEM Request I-20 to the student.
- 12) Within 60 days of I-20 issuance, the student submits the I-765 application to USCIS, which sends the student an I-797 Receipt Notice with the case number.
- 13) USCIS adjudicates the STEM Extension application, usually in about 3 months. The student may continue working for up to 180 days while the application is pending.
- 14) USCIS sends the student an approval notice, and the new EAD card is manufactured and shipped separately to the student. The STEM start date will be one day after the post-completion EAD expiration date.
- 15) The student continues to report to UIS any changes in employment or personal contact information using the Update OPT/STEM Information Form. Any changes to the employer/employment require a new I-983.
- 16) 6 months after the STEM start date, the student reports to UIS using the Update OPT/STEM Information Form to confirm their OPT participation with the current employer as reported to UIS.
- 17) 12 months after the STEM start date, the student reports to UIS to confirm their OPT participation with the current employer as reported to UIS and submits the 12-month evaluation section on the I-983.
- 18) 18 months after the STEM start date, the student reports to UIS to confirm their OPT participation with the current employer as reported to UIS.
- 19) 24 months after the STEM start date, the student reports to UIS to confirm their OPT participation with the current employer as reported to UIS and submits the final 24-month evaluation section on the I-983.
- 20) At any time during OPT/STEM, the student may change status from F-1 to another visa status (often the H1-B professional workers visa) if their employer chooses to sponsor them. If approved, the student transitions to the new visa status and is no longer under the visa jurisdiction of the University.
- 21) When the STEM Extension ends, the student may start a new academic program at the same school or transfer to another school. If not, the student has 60 days to depart the U.S.

Post-Completion OPT: Application Process

Step 1: Complete the OPT Online Preparation Course.

Students graduating in the current term will be enrolled in the Canvas course titled "OPT Online Preparation Course," which gives detailed instructions on applying for OPT, completing required forms, and maintaining F-1 status while on OPT. *All students that apply for OPT are **required** to complete the online course before submitting a Post-Completion OPT I-20 Request Form or meeting with UIS staff.*

A student who is graduating but doesn't find the OPT course card in Canvas when they log on may contact UIS to be added to the course roster.

Step 2: Collect the required documentation.

Students applying for OPT must collect all of the documents listed on the *OPT Application Checklist* on [page 7](#) of this handbook. Detailed instructions on completing forms can be found on the "OPT Online Preparation" course on Canvas and in the appendix of this handbook. Please find all forms, instructions, filing fees, filing addresses, etc. on the [USCIS website](#) to ensure you are following current guidance.

- Form G-1145
- Form I-765 Application for Employment Authorization – If filing the paper packet, use the fillable/downloadable form. Type in your answers, then print the form to sign it and add it to your application packet. If filing online, do not pay and submit the final application until all required evidence has been uploaded, including the OPT Request I-20 in Step 3.
- Copies of page 1 and the travel signature pages of ALL previous I-20s that have been issued to you from the University of New Haven and from previous institutions, if available.
- Printed electronic I-94 Record
- Color copy of your most recent U.S. F-1 visa
- Color copy of passport biographical page
- 2 standard (2" x 2") passport-sized, recent, color photos. Write your full name and I-94 number in pencil on the back.
- Check or money order made payable to U.S. Department of Homeland Security – the current fee is posted on the USCIS website. If filing online, payment can be made only by ACH withdrawal from an American bank account or by credit card.

Step 3: Submit the Post-Completion OPT Request Form to UIS.

Students must submit the [Post-Completion OPT Request Form](#). The form can be found on myCharger. Upon submission of this e-form, UIS will issue the required OPT Request I-20 with DSO recommendation. Students must be prepared to submit their complete OPT application to USCIS promptly after receiving the OPT Request I-20. USCIS must receive the request within 30 days of the I-20 issuance date.

NOTE: The online I-765 requires the student to upload a scan of the OPT Request I-20 hand-signed by both the DSO and the student. USCIS does not accept digital signatures.

Step 4: Attend a virtual OPT Q&A session to ask questions about your OPT application packet. Or make an appointment with UIS to have a DSO review your paper packet. (OPTIONAL)

UIS has no authority over the I-765 application process because the application is adjudicated by USCIS, which is an agency of the federal government. After the student mails the paper packet or submits the online application, UIS can't edit the I-20, change the requested OPT start date in SEVIS, or in any way influence USCIS' decision.

Step 5: Mail the OPT application packet to USCIS.

Once students have received the OPT Request I-20, they must either finalize the online filing by paying the fee and submitting or mail the paper packet to USCIS. Please note that USCIS must receive the OPT application within 30 days of the issue date on the OPT Request I-20. Find the current USCIS filing address for paper packets on the USCIS website.

If the student realizes that 30 days have passed and they still haven't submitted the final application, UIS can cancel the OPT request in SEVIS and issue a new OPT Request I-20.

Step 6: Share your USCIS case number with UIS and keep UIS informed of I-797 Receipt Notices, Requests for Evidence (RFEs), and Approval Notices.

Students who file online will receive the case number immediately following successful submission. Students who file paper packets will receive an email, text message, and/or an I-797 Receipt Notice in the mail. Remember that employment may not begin until you have received the EAD card, and the employment authorization has a specific start date listed on the card.

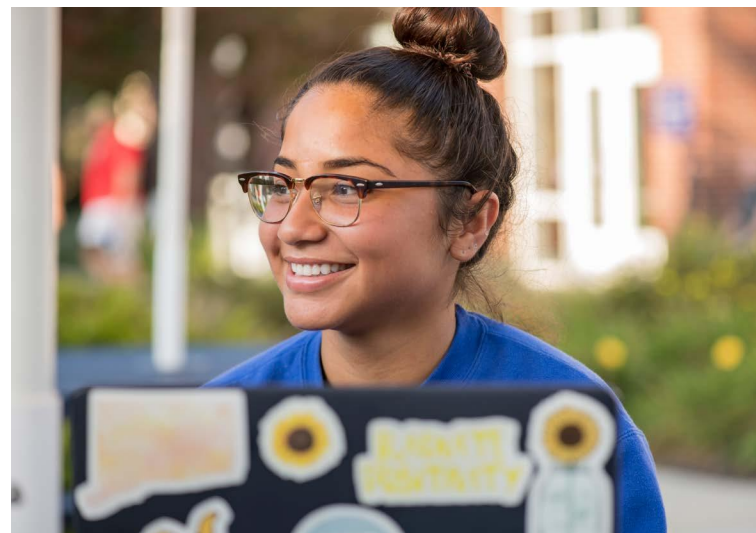
Students are advised not to travel while their OPT application is being processed because USCIS may consider departure from the U.S. as the abandonment of the application. Traveling before receiving your EAD card could result in the denial of your application.

DISCLAIMER: UIS is able to provide you with general guidance; however, any advice the Office of University Immigration Services (UIS) provides does not constitute legal advice. Additionally, due to the fluid nature of governmental interpretation, USCIS may change its interpretation of immigration policies, procedures, regulations, and eligibility requirements for benefits at any time. UIS will do its best to provide current guidance, but the student is responsible for reading the official instructions on the USCIS website. Please be mindful that each case is fact-specific, and the student should contact an experienced immigration attorney if they have questions regarding their situation.

Post-Completion OPT: Application Checklist

Please find all forms, instructions, filing fees, filing addresses, etc. on the [USCIS website](#) to ensure you are following current guidance. If using fillable/downloadable forms in a paper application packet, print them out. For the online application, upload hard copies. USCIS does not accept digital signatures.

- Form G-1145 (not required for the online application)
- Form I-765 Application for Employment Authorization. (Please get the most recent version from the USCIS website and pay attention to notices about which versions are currently being accepted. Also, follow current instructions on the USCIS website.)
- OPT Request I-20 issued within 30 days. This one must be hand-signed by the DSO and the student. USCIS does not accept digital signatures.
- Copies of page 1 and travel signature pages of all previous I-20s that have been issued to you (including the University of New Haven and other institutions, if applicable). Put in order of most recent to oldest I-20s. The online application is particularly interested in CPT and OPT authorizations on previous I-20s.
- Printed electronic I-94 (<https://i94.cbp.dhs.gov>)
- Color copy of your most recent U.S. F-1 visa
- Color copy of passport biographical pages
- Previously issued Employment Authorization Documents (EAD cards) if you used OPT before.
- Two standard (2" x 2") passport-sized, color photos.
- Two recent photographs on thin, glossy paper per [passport photo instructions](#). Write your full legal name as it appears on your passport, SEVIS number, and I-94 number in pencil on the back of the photos. Do not cut to size or staple yourself; have them cut professionally.
- Photographs submitted for use on an EAD card must not have been taken more than 30 days before the submission of the I-765 application and not have been previously used.
- Check or money order made payable to U.S. Department of Homeland Security. Check the USCIS website for the correct fee information. The online application only accepts payment via credit card or ACH withdrawals from an American bank account.



Post-Completion OPT: Reporting Employment

During a student's OPT authorization period, they must report to UIS any time they accept employment or change employment by submitting the [Update OPT/STEM Employment Information Form](#), which requires the following documentation:

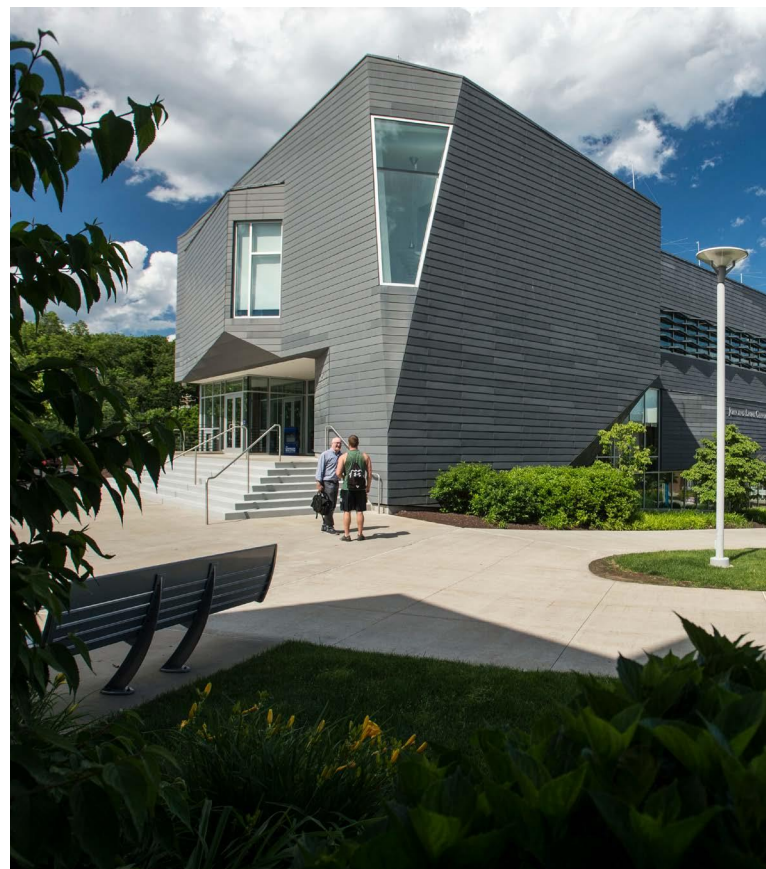
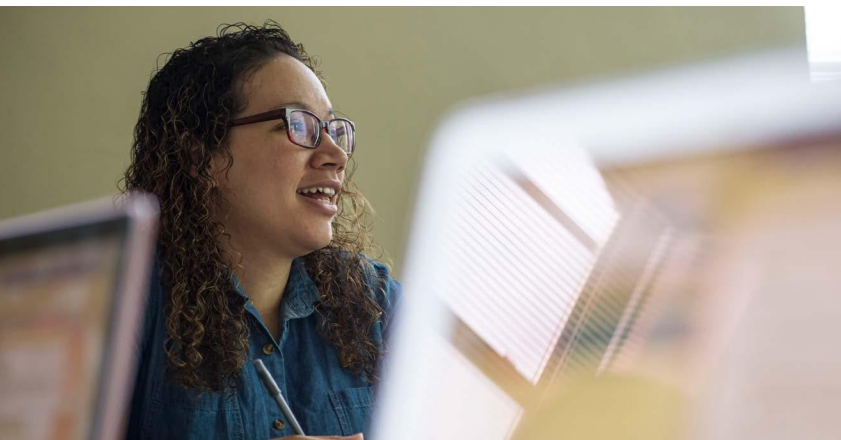
1. Offer letter (must be on company letterhead, state the date the student began employment, and whether the student is a full- or part-time employee)
2. Address of employer and contact information of supervisor
3. Copy of EAD (front and back)
4. A brief statement of why this employment is related to their field of study

Students are permitted to change jobs during the post-completion OPT period; however, all jobs must be related to the field of study and all employment must be reported to UIS and accompanied by an offer letter within 10 days of the change.

Any change of the student's U.S. address, phone number, or email must be sent to UIS within 10 days of the change via the [Personal Information Update Form](#).

The SEVIS system counts days of unemployment based on the information reported in the student's SEVIS Record by UIS when they send updates or enter data into their SEVP Portal. Any data entry to the Portal must match the same evidence submitted to UIS on the e-forms.

Failure to properly report in a timely manner can result in termination of employment authorization, loss of legal F-1 status, and/or ineligibility for future work authorization applications.



Post-Completion OPT: Unemployment and Activities that Constitute Employment

The visa regulations state that during post-completion OPT, an F-1 visa holder is permitted no more than 90 days of unemployment. That is an aggregate total during the entire 12-month period, and the student's SEVIS record has an unemployment counter based on the information entered into the employer information fields. SEVIS performs automatic terminations of SEVIS records connected to timed fields such as this one. Students must report employment to UIS on the [Update OPT/STEM Employment Information Form](#) and in their SEVP portal when possible. In addition to maintaining up-to-date employment information in SEVIS, students should keep evidence of employment in case they need it for future USCIS adjudications.

To avoid counting days of unemployment, students may want to consider all the activities that constitute employment on post-completion OPT. However, whatever the activity, it must be related to the student's field of study and the total combined hours from all jobs must be full-time (more than 20 hours per week). The following constitute employment on post-completion OPT:

- **Regular paid employment** – Evidence of employment might include a contract or offer letter, paystubs, W-2 tax forms, etc.
- **Payment by multiple short-term employers** – For example, musicians and performing artists may have "gigs." The student should maintain a list of all gigs and the dates and durations as well as keep a record of payments.
- **Work for hire** – These are services of a contractual nature, commonly referred to as 1099 employment because the payment is tracked by the Form 1099 for tax purposes. Examples are things like graphic design projects, household repairs, etc.
- **Self-employed business owner** – Students may start a business and be self-employed. Evidence includes business licenses, incorporation paperwork, etc.
- **Employment through an agency** – Students must be able to provide evidence they worked at least 20 hours per week while employed by the agency. Evidence might include contracts, evidence of payment for services, etc.
- **Volunteers or unpaid interns** – Where the practice does not violate labor laws. Only officially designated internships or charitable organizations that regularly use volunteers can hire unpaid workers. Working without pay for a position that should be paid is a violation of labor laws and would be considered illegal employment by USCIS. Students must be able to provide evidence they worked at least 20 hours per week. Evidence might include an offer letter or other documentation from the employer.

The STEM Extension of OPT: Overview and Eligibility

Students with degrees in the STEM fields (Science, Technology, Engineering and Mathematics) may be eligible for a 24-month extension of work authorization immediately following the first 12 months of post-completion Optional Practical Training (OPT). To be eligible for the STEM extension, a student must:

- Have completed a qualifying degree, as listed on the [DHS STEM designated program list](#), from an accredited and SEVP-certified school;
- Be employed full-time (20+ hours per week) in a qualifying job that is related to the student's field of study; AND
- Work for a qualifying employer that is E-Verified and able to fill out an I-983.

A qualifying degree is determined by the numeric CIPP code as assigned by the associated government offices based on the curriculum submitted by the University for accreditation/certification purposes. UIS must make the numeric code on the I-20 match the state-approved CIPP code. The University of New Haven is an accredited institution. Information about the University's accreditation can be found on the website at [University Accreditation – University of New Haven](#).

A qualifying job is related to the student's field of study and must be a paid job for at least 20 hours per week at each STEM employer.

A qualifying employer is enrolled in E-Verify and has an IRS Employer Identification Number (EIN). The student must not be self-employed.

The student and employer must complete a Form I-983 Training Plan, and the I-983 must be submitted to UIS prior to issuance of the STEM Request I-20 required in the application process.

The STEM Extension request application must be stamped as received by USCIS before the expiration date on the post-completion OPT EAD card and within 60 days of the date the STEM Request I-20 was issued in SEVIS. The earliest a student may apply for a STEM Extension is 90 days before the expiration of post-completion OPT. Students who filed a timely application are permitted to continue employment while the extension application is pending for 180 days beyond the EAD expiration or until a final decision is made, whichever comes first.

Students interested in applying for the STEM Extension, please read thoroughly and carefully the information provided before contacting UIS.

The STEM Extension application can be filed online at the USCIS website or by the traditional paper packet. UIS urges students to have all documentation ready for upload when filing online and to not pay and finalize the application until they have completed all fields and uploaded all required documents. After the payment is made online, the students will not be able to return to the application, and USCIS may deny an incomplete application.



The STEM Extension of OPT: Application Process

Step 1: Students must submit the following documents to the Office of University Immigration Services (UIS) to request an I-20 with the DSO endorsement for the STEM Extension:

1. [STEM OPT Request Form](#).
2. Copy of completed Form I-983 – Instructions for filling out a Form I-983 can be found [here](#). (Do not fill out the self-evaluation section on page 5.)
3. Copy of completed Form I-765 – If filing the paper packet, use the fillable/downloadable form. Type in your answers then print the form to sign it and add it to your application packet. If filing online, print a draft copy for UIS. Do not pay and submit the final application until all fields are complete and all required evidence has been uploaded, including the STEM Request I-20.)
4. Copy of current EAD card (front and back).
5. Copy of employment offer letter (dated within the last 4 months).

Step 2: Complete your paper application packet. Or compile all evidence prior to completing the online application.

For the paper packet, place the items in the following order (from top to bottom). You will need to collect and arrange the following documentation:

- A check or money order made payable to the "U.S. Department of Homeland Security." (Find the current fee posted on the USCIS website.) If filing online, payment must be via credit card or ACH withdrawal from an American bank.
- Two (2) recent Passport size photographs with your name and I-94 number printed on the back.
- Completed G-1145. (This is not required when filing online.)
- Completed I-765.
- Copy of your STEM Request I-20 with your DSO endorsement on page 2, hand-signed and dated.
(Do not send the original!)
- Copies of all previous I-20s. USCIS is particularly interested in I-20s that have a CPT authorization or OPT information on page two.
- Copy of your post-completion OPT EAD card (front and back).
- Copy of your employer's offer letter (dated within the last 4 months).
- Copy of passport.
- Copy of your visa.
- I-94 number.
- Sealed, official transcripts from the University of New Haven.
- Copy of diploma.

The online application on the USCIS website requires fewer documents than the paper packet. Investigate the requirements on the USCIS website.

Mail your paper packet to the address listed on the USCIS website. If filing online, make sure you have all your evidence ready to upload and don't pay and submit until the application is complete. The online I-765 requires the student to upload a scan of the STEM Request I-20 hand-signed by both the DSO and the student. USCIS does not accept digital signatures.

IMPORTANT NOTES:

Do not send your Form I-983 to USCIS with the rest of your documents. You will submit your Form I-983 to UIS and a DSO will upload the information to your SEVIS record.

UIS has no authority over the I-765 application process because the application is adjudicated by the USCIS, which is an agency of the federal government. After the student mails the paper packet or submits the online application, UIS can't in any way influence USCIS' decision.

You will be able to update some but not all information on your SEVP Portal. Always send the same information to UIS. UIS needs the information too and will make sure your SEVIS record is updated with the information you share using the Update STEM OPT Employment Form.

DISCLAIMER: UIS is able to provide you with general guidance; however, any advice the Office of University Immigration Services (UIS) provides does not constitute legal advice. Additionally, due to the fluid nature of governmental interpretation, USCIS may change its interpretation of immigration policies, procedures, regulations, and eligibility requirements for benefits at any time. UIS will do its best to provide current guidance, but the student is responsible for reading the official instructions on the USCIS website. Please be mindful that each case is fact-specific and the student should contact an experienced immigration attorney if they have questions regarding their situation.

The STEM Extension of OPT: Reporting on STEM and the I-983

Students on STEM OPT are required to report every six months. The SEVP Portal will remind you when to report, but it is ultimately your responsibility to report on time. UIS can report your STEM participation in SEVIS, but the functionality to do so only exists for a short window of time. Failure to report these changes in a timely manner could result in the termination of your work authorization period and/or in the ineligibility for future work authorization applications.

6-Month Report: Submit the [Update STEM OPT Employment Form](#), with an upload of your STEM EAD card and your offer letter. You must submit the form even if there are no changes.

12-Month Report/Annual Self-Evaluation: Fill out the first part ("Evaluation of Student Progress") on page 5 of the [Form I-983](#) and have your supervisor sign it. Upload this to the [Update STEM OPT Employment Form](#).

18-Month Report: Submit the [Update STEM OPT Employment Form](#), with an upload of your STEM EAD card and your offer letter. You must submit the form even if there are no changes.

24-Month Report/Annual Self-Evaluation: Fill out the second part ("Final Evaluation On Student Progress") on page 5 of the [Form I-983](#) and have your supervisor sign it. Upload this to the [Update STEM OPT Employment Form](#).

Students must also report on any changes to employment or the employer's information by submitting a new I-983. It is possible to change jobs on STEM OPT or to hold multiple jobs on STEM OPT. However, for each job, the student submits an I-983. Each employer must qualify and each employment must qualify (see [page 10](#) of this handbook).



Changing Jobs on STEM OPT

While your STEM OPT application is processing, if possible, don't change jobs until you receive your new STEM EAD card because the STEM application is based on the employer information submitted on the I-983. However, if you don't have a choice because of circumstances outside your control, contact UIS.

If a student wishes to change employers once they have been authorized for STEM OPT and received their EAD card, they must complete the following:

- Submit the [Update STEM OPT Employment Form](#).
- Upload the new offer letter.
- Upload the EAD card.

Additionally, students on STEM OPT who are changing jobs must upload the following two documents on the same Update STEM OPT Employment Information Form as above:

- New [Form I-983](#) completed with the new employer.
- Copy of "Final Evaluation On Student Progress" found on page 5 of the [Form I-983](#) completed by the previous employer.

Always keep UIS updated on the following via their e-forms. **The SEVIS system runs automatic terminations of SEVIS records and may terminate your work authorization if you do not report in a timely fashion.**

1. Change of address and contact information.
2. Change of employer.
3. Six-month and 18-month reporting.
4. Self-evaluation forms (12-month and 24-month).
5. Change of status (H-1B, F-2, etc.).

The U.S. Department of Homeland Security is the umbrella agency for SEVP. They maintain substantial information on their official website at [STEM OPT Hub | Study in the States \(dhs.gov\)](#).

Travel During OPT/STEM

UIS does not advise traveling when an OPT or STEM application is pending. First, USCIS generally considers that departing the U.S. equals abandonment of the application and may deny the application. Second, adjudication of the application may take longer than expected, and without the approved OPT documents, it will not be possible to reenter the U.S. Additionally, reentering the U.S. requires evidence of employment, which a student may not yet have while the post-completion OPT application is still processing.

DOCUMENTS NEEDED WHEN TRAVELING IN F-1 STATUS:

An F-1 or J-1 student planning to travel outside of the country must carry the following documentation in order to depart and reenter the U.S.:

- Current I-20/DS-2019 with a recent DSO/ARO's signature in the travel signature section.
- The travel signature must be issued within 1 year from the travel reentry date. The signature must be within 6 months if the student is on OPT/STEM. Students requiring a signature should contact UIS two weeks prior to traveling.
- Unexpired passport, (The passport must be valid for at least six months into the future.)
- Unexpired visa.
- In order to reenter the U.S., the F-1/J-1 visa must be valid. If it is expired, the student must renew their visa prior to reentry.
- I-901 Receipt of SEVIS fee payment. (The receipt can be obtained at <https://www.fmjfee.com>.)

While on OPT or STEM OPT, a student must also carry this additional evidence:

- Valid EAD card and
- Evidence of employment (e.g., job offer letter or employer letter).

Some exceptions exist for travel to Canada, Mexico, and islands adjacent to the U.S.

F-1 or J-1 students planning to travel within the U.S. are recommended to carry their I-20/DS-2019, unexpired passport, and F-1/J-1 visa. If traveling within the U.S., the F-1/J-1 visa may be expired as long as the I-20/DS-2019 is valid.



The Cap-gap Extension and the H1-B Visa

When an F-1 student on OPT or STEM OPT applies for a change of visa status to H1-B in a timely fashion, they are eligible for a cap-gap extension of their employment authorization. The cap-gap extension should automatically appear in SEVIS when the H1-B application is selected in the lottery. A reprint of the I-20 with the cap-gap listed will serve as the student's employment authorization even though the EAD end date has passed.

A cap-gap extension of the OPT/STEM authorization starts on the day after the current EAD expiration and extends the employment authorization until September 30 or until the H1-B application is denied, whichever comes first. The H1-B visa status takes effect on October 1. Here are some answers to frequently asked questions.

1. Can you tell me the status of my H1-B application?

No. We don't receive information from USCIS about your H1-B application. Neither your case status nor case number appears in SEVIS. What you see in your SEVIS portal is what is in SEVIS. The H1-B application is between you and your employer. UIS is not involved. When you transition from the F-1 visa to the H1-B, your employer becomes your sponsor and the University will no longer have jurisdiction over your visa status. Please ask your employer or your immigration attorney any questions about your H1-B application. If you did not personally receive the I-797C receipt notice with your assigned case number, then the attorney who filed the H1-B petition should have your case number. You can track your case status online at www.uscis.gov.

2. Can you check the status of my SEVIS Record?

Are you asking whether a cap-gap extension appears in your SEVIS record? This is the only thing we can check for you. If you would like us to reprint your I-20 with the cap-gap extension, please submit the e-form [Update OPT/STEM Employment Information Form \(newhaven.edu\)](#) or the [I-20 Reprint Request Form](#).

If you need to reset your portal access, email UIS with the email address where you wish SEVIS to send the reset link.

3. I filed for the H1-B, but the cap-gap extension doesn't appear on my SEVIS record.

The cap-gap extension should automatically appear in your SEVIS record if you have a timely filed H1-B petition. Your employer should have filed this on April 1. If your employer waited too long, it will not be timely filed and you will not be eligible for the cap-gap extension. If the cap-gap extension does not show in SEVIS, we can request a data fix based on evidence to have it appear in SEVIS. To request a data fix, you must submit a copy of the I-797 receipt notice proving you filed the H1-B petition in a timely manner and the application was accepted in the lottery. Email a scan of the I-797 receipt notice to UIS, and we will submit the request to SEVP. SEVP will review the evidence and make a judgment on your request. If approved, SEVP will add the cap-gap extension to your SEVIS record, and then we can print out an I-20 with the cap-gap extension on it.

4. What if I get a Request for Evidence (RFE) when USCIS is adjudicating my H1-B petition?

The H1-B application is between you and your employer. Contact the immigration attorney that is helping you file the application for assistance in responding to the RFE. Unfortunately, UIS can not assist you with the H1-B application. It is the students' responsibility to maintain copies of all their documents (including all I-20s and I-983s) and to supply any evidence requested by USCIS. The only documentation UIS can provide would be a print out of your SEVIS record Event History, which indicates if/when you reported within the required time frame, and copies of any reports you sent to us via our Update OPT/STEM form. Contact the Registrar for transcripts. Download information from the University website about your academic program or the University's accreditation.

5. What happens to my cap-gap extension if my H1-B petition is denied?

If your H1-B is not accepted in the lottery and/or your petition is denied, the cap-gap extension will auto-terminate. In this case, your OPT/STEM authorization will end either on its original end date (if it has not yet passed) or upon denial of your petition (if the original end date has passed). There is no grace period following the termination of a cap-gap extension.

UIS encourages students to have alternate plans because there is a strict limit as to how many H1-B petitions are accepted. An H1-B petition, even if selected in the lottery, must be adjudicated by USCIS, so there is no guarantee the petition will be approved.

6. What happens if after September 30 I find out the pending H1-B petition is denied?

Per new USCIS guidance, any student who has a pending H1-B receipt past September 30, upon denial, will have their record automatically completed and backdated to September 30. The student will not be awarded a 60-day grace period. If you have a pending H1-B receipt but would still like the option of transferring your record to a new university, you must submit transfer paperwork prior to September 30 in case the H1-B is denied.



Appendix

Applying for OPT Presentation	19
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Filing the Application and Beyond	32

Appendix: Applying for OPT Presentation



University of New Haven

Optional Practical Training

An information session for F-1 students

University Immigration Services Office

Optional Practical Training (OPT)

What is OPT?

- Allows an F-1 student to engage in temporary employment to gain practical experience in his or her field of study.
- You DO NOT have to have a job to apply for OPT.

Are you eligible for OPT?

- You have attended at least 2 semesters at University of New Haven
- You are finishing your degree requirements in the current semester
- You have maintained full-time enrollment (or if applicable you were authorized for a reduced course load your last semester)
- You have not used OPT previously at the same education level.



University of New Haven

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Application Dates

- The earliest an OPT I-20 can be generated is 90 days before your program end date.
- The latest date you can apply is 60 days past your program end date.
NOTE: It can take **more than** 3 months to receive your EAD card so it is always best to apply early.



University of New Haven

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Application Guidelines

- OPT information can be found in myCharger and an OPT Handbook is linked to the UIS webpages.
- Complete the required Canvas course. It is recommended you attend an information session, but it is not required.
- Prepare all your documents on the **OPT Application Checklist** filled out and ready to go.
- Submit your **OPT Request e-Form** to the UIS. Upload scans of our passport, visa, I-94, and I-765 application



University of New Haven

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The OPT Application Checklist

Prepare the Application Documents:

- Form I-765 (for the paper application: typed, printed one-sided, and signed in blue ink. If filing the I-765 online, print out a draft copy for the UIS. DO NOT submit the online application until you have all the evidence including the OPT Request I-20)
- Form G-1145 (for the paper application: typed and printed. If filing online, this form is not required.)
- Copies of all previous I-20's issued to you from the University of New Haven and any previous institutions. (USCIS is particularly interested in any I-20s with CPT or OPT authorizations on them.)
- Color copy of your passport
- Color copy of your visa
- Copy of your I-94 record



University of New Haven

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The OPT Application Checklist

Submit to UIS

- Post-completion Optional Practical Training Request E-Form along with the requested scans OPT - Post-Completion Optional Practical Training Request Form

Also Required in the OPT Application to USCIS

- Two standard (2x2") color passport photos with last name, first name, and I-94 written on back
- Check or Money order made payable to U.S. Department of Homeland Security, as currently posted at www.uscis.gov/i-765.
(If filing online payment must be by credit card or ACH withdrawal from an American bank.)



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Form G-1145

Not needed if filing online



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

USCIS
 Form G-1145
 03/2016 (11/16) (9)
 Expires 03/31/2016

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

General Information
 Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message per each form you are filing.
 We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message. Domestic customers will not receive an e-mail. Unauthorized e-Notifications cannot be sent.
 The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. This e-Notification does not grant any type of visa or benefit; rather it is provided as a convenience to customers.
 USCIS will also send you a receipt notice (I-797), which you will receive within 10 days after your application has been accepted. Use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement
AUTHORITY: The information requested on this form is collected pursuant to section 1103(a) of the Immigration and Nationality Act, as amended (28 U.S.C. 101, et seq.).
PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration fees. The information you provide will be used to send you a text and/or e-mail message.
DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or e-mail message regarding your immigration form.
ROUTINE USES: The information provided on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved systems use, as described in the associated published system of records notice (DHS-15C-0469) - Security Information System and DHS-15C-0468 - When the U.S. Visa and Control Index System (VISC) records are used in your file operations. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act
 An agency that collects or requests information, collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The Johns Hopkins Center for the Studies of Adaptability is estimated to 3 minutes per response, including the time for reviewing instructions and completing and reviewing the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 10 Administration Avenue, Washington, DC 20535-1140. OMB No. 2053-0108. Do not mail your completed Form G-1145 to this address.

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

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

Form G-1145 (03/16) (9) USCIS

Page 1 of 1

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Filling out the I-765

- The UIS provides a guide to filling out the Form I-765.
- Follow the guide on the Canvas course carefully
- USCIS is prone to changing versions of this form and then not accepting old versions. Download the current form from www.uscis.gov/i-765



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

USCIS
 Form I-765
 08/08 Rev. 03/16
 Expires 03/31/2016

For USCIS Use Only

Application Extension (Valid Form) For Review Action Mark

Application Extension (Valid Through)

Other Registration Number: A- []

Remarks:

To be completed by an attorney or Board of Immigration Appeals (BIA) - accredited representative (if any). When this form is filed, Form G-1145 is attached. Attorney or Accredited Representative (USCIS Online Account Number (if any))

Part 1. Reasons for Applying

Form applying for certain visa types:

1a. Initial petition to accept employment.

1b. Replacement of lost, stolen, or damaged employment authorization document, or correction of an employment authorization document (MAY BE R to U.S. Citizenship and Immigration Services (DHS) only).

NOTE: Replacement (extension) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Employment Authorization Document or What to Do When Your Form I-765 Expires for further details.

1c. Renewal of my petition to accept employment (attach a copy of your previous employment authorization document.)

Part 2. Information About You

Your Full Legal Name

1a. Family Name (Last Name)

1b. Given Name (First Name)

1c. Middle Name

Other Names Used

Provide all other names you have used, including aliases, maiden name, and nicknames. If you used other names to complete this section, use the space provided in Part 4.

Additional Information

2a. Family Name (Last Name)

2b. Given Name (First Name)

2c. Middle Name

3a. Family Name (Last Name)

3b. Given Name (First Name)

3c. Middle Name

4a. Family Name (Last Name)

4b. Given Name (First Name)

4c. Middle Name

Form I-765 (03/16) USCIS

Page 1 of 7

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University Immigration Services

Campus Location:

One Stop Shop, Bergami Hall
University of New Haven
300 Boston Post Road
West Haven, CT 06516
newhaven.edu

Phone: 203.932.7475

Fax: 203.931.6054

Email: UIS@newhaven.edu

Appendix: Guide to Completing Form I-765 Presentation



University of New Haven

Optional Practical Training: Guide to Completing Form I-765 Application for Employment Authorization

University Immigration Services Office

Form I-765

- Application for Employment Authorization
- <https://www.uscis.gov/i-765>
- Can be filed online from this site
- Recommended to type the form then print if filing the paper packet
- Read the official USCIS I-765 instructions. What follows is a help, but should not be substituted for the official instructions.
- The online form will be slightly different.

The image shows a sample of the USCIS Form I-765, 'Application for Employment Authorization'. The form is titled 'Application for Employment Authorization' and includes the USCIS logo and the Department of Homeland Security, U.S. Citizenship and Immigration Services. It contains various sections for personal information, reasons for applying, and family details. The form is partially filled out with placeholder text and numbers.



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Page 1

- Leave the top section of Page 1 blank
- Begin the form where it says "Start Here"

PART 1: REASON FOR APPLYING

- When applying for OPT or STEM OPT work authorization, check the box "1.a. Initial Permission to accept employment."

► **START HERE** - Type or print in black ink.

Part 1. Reason for Applying

I am 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.)



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Page 1 (continued)

PART 2: INFORMATION ABOUT YOU

- **Question 1:** Write your full legal name as it appears on your passport
- If you have had other legal names, you must complete the section on the right
- If your given name is too long to fit in the field, you may divide it into the first and middle name fields.

► **START HERE** - Type or print in black ink.

Part 1. Reason for Applying

I am 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.)

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

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6.

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



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Page 2

PART 2: INFORMATION ABOUT YOU (continued)

- **Question 5:** Enter your U.S. Mailing Address for the application and EAD card
- You should plan to live there 3-5 months into the future
- If you prefer to use a friend's address, write their name in question 5.a.
- **Questions 6:** Answer if the mailing address is the same as your personal address
- **Questions 7:** Answer where you actually live if it is different than the answer in #5



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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 [\(USPS ZIP Code Lookup\)](#)

6. 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

5

Page 2 (continued)

PART 2: INFORMATION ABOUT YOU (continued)

- **Question 8:** Only for green card holders or previous USCIS applicants
- **Question 9:** Only if you have applied to USCIS previously
- **Questions 10-12:** Answer these personal questions regarding gender, marital status and if you have previously filed an I-765 application
- If you answer yes on Question 12, you will explain on page 7.
- **Question 13:** Answer yes or no if have a Social Security Number (SSN)



University of New Haven

Other Information

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

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.

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Page 2 (continued)

PART 2: INFORMATION ABOUT YOU (continued)

- **Question 13.b.:** Enter your Social Security Number if you already have one
- If you do not have an SSN, select "Yes" on **Question 14** to apply for one in this process. If you already have an SSN, select "No."
- Answer **Questions 15, 16, and 17** if you intend to apply for an SSN. If you already have an SSN, skip to Question 18
- **Question 18:** Enter the countries where you are a citizen or national



University of New Haven

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 15. Consent for Disclosure, to receive a card.)
 Yes No

NOTE: If you answered "No" to Item Number 14, skip to Part 2, Item Number 18a. If you answered "Yes" to Item Number 14, you must also answer "Yes" to Item Number 15.

15. Consent for Disclosure: I authorize disclosure of information from the 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

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Page 3

PART 2: INFORMATION ABOUT YOU (continued)

- **Question 19:** Information about your place of birth
- **Question 20:** Enter your date of birth in Month/Date/Year format



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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)

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Page 3 (continued)

PART 2: INFORMATION ABOUT YOU (continued)

- **Question 21-26:** Information about your last arrival in the U.S.
- Match the information from your most recent I-94 and/or POE stamp in passport. For question 26 copy the SEVIS ID from your current I-20.



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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)

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

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)

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

▶ **N-**

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Page 3 (continued)

ELIGIBILITY CATEGORY:

- **For Question 27:**
For Post-Completion OPT after graduation:
Enter code C-3-B
For Pre-Completion OPT during program (this is rarely used):
Enter code C-3-A
- If you are applying for Post-Completion OPT, you can leave **Questions 28-31** on Page 3 blank.
- The STEM Extension code is a new eligibility category C-3-C and includes **Questions 28 a-c**



University of New Haven

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 the application. Enter the appropriate letter and number for your eligibility category below (for example, C-3-B).

28. (a)(2)(C) STEM OPT Eligibility Category. If you entered the eligible category (a)(2)(C) in Item Number 27, provide the information requested in Item Numbers 28a-c.

28a. Degree

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

28c. Employer's U-Verify Company Identification Number or a Valid E-Verify Case/Company Identification Number

29. (a)(2)(b) Eligibility Category. If you entered the eligibility category (a)(2)(b) in Item Number 27, provide the receipt number of your 10-10 sponsor's most recent Form I-797 Notice for Form I-26, Petition for a Nonimmigrant Worker.

30. (a)(2)(b) Eligibility Category. If you entered the eligible category (a)(2)(b) in Item Number 27, have you EVER been arrested for and/or convicted of any crime? Yes No

NOTE: If you answered "Yes" to Item Number 30, refer to Special Filing Instructions for Those With Pending Anytime Applications (a)(2)(b) in the Required Documentation section of the Form I-765 Instructions for information about providing court dispositions.

31a. (a)(2)(b) and (a)(2)(c) Eligibility Category. If you entered the eligibility category (a)(2)(b) in Item Number 27, please provide the receipt number of your Form I-797 Notice for Form I-26, Petition for a Nonimmigrant Worker. If you entered the eligibility category (a)(2)(c) in Item Number 27, please provide the receipt number of your sponsor's parents' Form I-797 Notice for Form I-26.

31b. If you entered the eligibility category (a)(2)(b) or (a)(2)(c) in Item Number 27, have you EVER been arrested for and/or convicted of any crime? Yes No

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

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PART 3: APPLICANT'S STATEMENT

- **Question 1:** If you have prepared and completed the application by yourself, select 1.a.
- **Question 3-5:** Enter your phone numbers and personal email address
- **Question 7:** Enter the date you completed the form I-765
- Print the form and **sign it in blue ink**



University of New Haven

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

NOTE: Read the Possibilities section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

Applicant's Statement

NOTE: Select the box for either Item Number 1.a. or 1.b. If applicable, select the box for Item Number 2.

1.a. I can read and understand English, and I have read and understood every question and instruction on this application and my answer to every question.

1.b. The interpreter named in Part 4, read to me every question and instruction on this application and my answer to every question in _____ a language in which I am fluent, and I understood everything.

2. At my request, the preparer named in Part 5, _____ prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

3. Applicant's Daytime Telephone Number _____

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

5. Applicant's Email Address (if any) _____

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

Applicant's Declaration and Certification

Copies of any documents I have submitted are exact photocopies of original, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

- 1) I reviewed and understood all of the information contained in, and submitted with, my application; and
- 2) All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

Applicant's Signature

7.a. Applicant's Signature _____

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

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

Part 4. Interpreter's Contact Information, Certification, and Signature

PARTS 4 & 5: INTERPRETER & PREPARER STATEMENT

- If you did not use the services of an interpreter or a preparer, you may leave all of the questions in Parts 4 and 5 blank.
- If filing the paper packet, print these pages of the I-765 even if they are blank.



University of New Haven

Part 4. Interpreter's Contact Information, Certification, and Signature

Interpreter's Mailing Address

3a. Street Number _____

3b. Apt. Ste. Fl. _____

3c. City or Town _____

3d. State _____ 3e. ZIP Code _____

3f. Province _____

3g. Postal Code _____

3h. Country _____

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number _____

5. 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 _____ (fill in the name in page specified in Part 3, Item Number 1.b), and I have read on this applicant in the same (or) language every question and instruction on this application and his or her answer to every question. The applicant returned the form to me and understands every transaction, question, and answer on this application, including the Applicant's Declaration and Certification, and has verified the accuracy of every answer.

Interpreter's Signature

7a. Interpreter's Signature _____

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

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. Fl. _____

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) _____

Page 7

PART 6: ADDITIONAL INFORMATION

- **Questions 1:** Enter your Family Name and Given Name
- **Questions 3 a-b-c:** Enter the code on page 7 to match the previous question needing an explanation. Example: if you are explaining why you have previously filed an I-765 because you did OPT at the undergrad level, then you should say Page 2, Part 2, Item 12.

Part 6. Additional Information

If you need more 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.

3.a. Family Name (Last Name)

3.b. Given Name (First Name)

3.c. Middle Name

3. d. A number of up to 40

3.a. Page Number 3.b. Part Number 3.c. Item Number

3.a.

3.b.

3.c.

3.d.

3.a. Page Number 3.b. Part Number 3.c. Item Number

3.a.

3.b.

3.c.

3.d.

3.a. Page Number 3.b. Part Number 3.c. Item Number

3.a.

3.b.

3.c.

3.d.



University of New Haven

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Page 7 (continued)

PART 6: ADDITIONAL INFORMATION (continued)

- If you are listing periods of approved CPT, use page 3, Part number 2, Item number 27 then in 3.d. Enter the following information about all past practical training:
 - CPT/OPT Authorization
 - Full Time/Part Time
 - SEVIS ID Number (during authorization)
 - Company Name
 - Dates of authorization
 - Degree level (Bachelors/Masters)
- The online form will ask you to upload separately any I-20 that has CPT or OPT on it. You will also have to upload a copy of the EAD card if you previously did OPT (or include a copy in the paper packet).



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Mailing Instructions

- Check the instructions on www.uscis.gov/i-765 for the proper mailing address. The lockbox assignments may change over time and depending on backlogs at certain lockbox facilities.
- The filing address depends on your reason for applying and the eligibility category you entered in Question 27. Please check the filing locations for Form I-765 for a list of addresses. If you file at a Lockbox, read USCIS filing tips.
- **Don't forget to sign your form by hand! USCIS will reject and return any unsigned or digitally signed form.** If uploading to the online form, make sure you have scanned an I-20 with all hand-signed signatures on pages 1 and 2.
- In Spring 2022, I-765 applications for OPT were mailed to the Chicago Lockbox Address, but this could change at any time.
- One benefit of filing the online form is that you don't have to worry that your shipment arrived to the right place and on time. You get an automatic reply with your case number if the form was successfully submitted.



University of New Haven

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University Immigration Services

Campus Location:

One Stop Shop, Bergami Hall
University of New Haven
300 Boston Post Road
West Haven, CT 06516
newhaven.edu

Phone: 203.932.7475

Fax: 203.931.6054

Email: UIS@newhaven.edu

Appendix: Filing the Application and Beyond Presentation



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Optional Practical Training: Filing the Application & Beyond

An information session for F-1 students

University Immigration Services Office

Filing your OPT application with USCIS

- Once you have submitted the Post-completion OPT request e-form and received your OPT Request I-20, you must submit your application to USCIS.
- Go to the USCIS page <https://www.uscis.gov/i-765> to find the online application and/or instructions on where to file the paper packet if you prefer. USCIS will specify the mailing lockbox based on application type and/or geographic location, and may change these addresses occasionally
- **The application must be received by USCIS within 30 days of the issue date of your OPT I-20.**
- If it is received after 30 days, your application will be denied. Consider shipping time if filing the paper packet. Mail a paper packet at least 15 days in advance of the deadline.



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Reminders Before You Submit Your Application to USCIS

- Review your application packet again. Be careful not to make any mistakes or forget anything.
- Scan a copy of your complete packet for your own records prior to mailing the packet.
- Make sure you have a shipment tracking number to be sure the packet arrives to the lockbox. You may need to be able to prove which day it arrived.
- If filing online, make sure you have answered all required fields and have uploaded all required evidence including the OPT Request I-20. USCIS does not accept digital signatures, so the OPT Request I-20 must be hand-signed by you and the DSO before you scan it to upload. When you submit payment, the application will be finalized and you will not be able to return to edit it.



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After Mailing Your Application to USCIS

- Within 7-10 business days of USCIS receiving your application:
 - USCIS will contact you by e-mail and text message.
 - The message will include your case number (EAC..../YSC..../IOE...)
 - You can use this number to track the status of your application on the USCIS website.
 - If filing online, you should get an automatic confirmation and your case number when submission is complete. You will also get a “case card” so that USCIS will communicate to you via your USCIS online account. Check your account for messages.



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After Mailing Your Application to USCIS (continued)

- You can also follow your case or submit inquiries online at Case Status Online – Case Status Search (uscis.gov)
- You can open a USCIS account online and connect it to a paper-filed case number even if you didn't file online.
- **I-797 Receipt notice** will come in the mail if paper-filed (within 4 weeks).
 - **Make sure your name and birthdate are correct on the I-797. Follow instructions if not.**
- **I-797 Approval notice** in the mail (typically 90-120 days)



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Your EAD card will look like this...



- **Make sure all information on the EAD card is correct as soon as you receive the card.**
- If there are any errors, you must have them corrected by USCIS as soon as possible. The mailer with the EAD card will contain instructions.



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You may not begin work until...

- You have your physical EAD card in your hands.

AND

- The start date listed on your OPT card is reached.
(eg. If you receive your card on June 1 and your EAD start date is July 1, you must wait until July 1 to begin work.)



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Travel

- **DO NOT TRAVEL** outside of the U.S. while your application is processing
 - If you leave while your application is processing it can be considered “abandoning” your application.
- **Once you have received your EAD card, you can travel with these documents:**
 - Your EAD card
 - Your I-20 **signed within the last 6 months**
 - A valid passport and visa
 - Evidence of employment, like a job offer letter



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Maintaining your F-1 Status

- **When you receive your first job, update it on the SEVP Portal.**
Please note that your portal access is based on the email in your SEVIS record. UIS will update your email based on what you submit in any request form. Our data system will export to SEVIS your personal email by default unless you request otherwise.
- UIS also needs any information you submit to your portal. Your portal is a window to the SEVIS Record. UIS has access to all fields in SEVIS and can update even if you are having issues with the portal.
- AND submit the Update OPT/STEM Employment Information e-form to UIS along with and copy of your EAD card and the job offer letter which states
 - Whether you are a full or part time employee, your start date, & the company address



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Maintaining your F-1 Status (continued)

- Provide a brief, 3-4 sentence explanation of how your job relates to your degree of study.
 - The job you take must be related to your degree that you earn from the University of New Haven. (If you have a B.S. in Mechanical Engineering from Washington State University, but your UNH Master's degree is Business, you cannot take a mechanical engineering job on Post-completion OPT.)
 - Additionally, if you took one Computer Science course while at UNH but did not major in Computer Science you cannot work in a Computer Science job.
 - The position should not be one that a non-educated worker might take, like a delivery driver for a warehouse.
- If you change jobs, you are responsible for providing UIS with this information for your new employer, as well as the final date at your previous employer.



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Maintaining your F-1 Status (continued)

- **You must work at least 20 hours per week on OPT.**
 - You can work multiple jobs to reach this total. If you work more than one job, you must provide a job offer letter and a brief description of how the job relates to your degree of study for each job.
- Your work may be a short-term unpaid internship or volunteer with a charitable organization. But you may not work without pay in a position that should be paid. This would be a violation of labor law and could be considered illegal.



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Finding a Job

- You are allowed 90 days of unemployment. This is the aggregate total out of your 1 year of post-completion OPT.
 - The 90 days starts from the start date on your EAD card.
 - You must keep track of start and end dates for each employer.
 - SEVIS may auto-terminate your OPT authorization if you exceed the 90 day limit.
- If you are approaching the 90 day limit, you can...
 - Volunteer for a non-profit organization using skills from your field of study (charitable non-profits that regularly use volunteers)
 - Do research with a professor in your field of study
 - Take an unpaid internship in your field of study (only if the internship is specifically designated as unpaid)



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While on OPT

- **Submit your inquiries using the General Inquiry form.** Individual staff will forward emails to the general UIS inbox and then the inquiry will be uploaded to the form. One queue assures we answer inquiries in the order they are received.
- 3-5 Business days means 3-5 **weekdays**.
- Tell UIS within 10 days of changing a job, address or contact info. This is federal regulation. Submit the e-forms.
- It is illegal to work before your OPT is approved or before your EAD start date.
- Do not travel while your OPT or STEM OPT is processing. You may be denied reentry.
- Seek advice from UIS when making F-1 immigration decisions.
- UIS cannot negotiate with federal agencies. We can't intervene or overrule in the adjudication process. You are fully responsible for your application.



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Maintaining your F-1 Status

- **Please update UIS if you...**
 - change your address, phone number, email
 - change jobs
 - change marital status
 - change immigration status
- UIS needs this same information even if you upload it to your portal.



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University Immigration Services

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