

# THE ISO HAS A NEW **FASTER AND EASIER** ONLINE PROCESS FOR SUBMITTING YOUR OPT APPLICATION!

To apply for OPT online, please visit ISOGateway:  
<https://isogateway.gwu.edu>

If you submit your OPT application via ISOGateway, you will not have to submit the following documents:

- Cover letter
- Letter from your academic advisor

\*You may still follow the below instructions to submit an OPT application using paper forms until **March 1<sup>st</sup>, 2019**. After this date, the ISO will only accept online applications through the [ISOGateway](https://isogateway.gwu.edu).



## **\*Post-Completion Optional Practical Training (OPT) Guidelines**

The goal of Optional Practical Training (OPT) is to provide international students with practical on-the-job experience that is directly related to the student's current field of study and commensurate with the degree level.

### **Highlights**

- F-1 international students who have been maintaining their status for at least one full academic year are eligible for OPT.
- You do not need a job offer to apply for OPT.
- 12 months of OPT per each degree level is available. (i.e., one year after a Bachelor's degree, another after a Master's, a third after a Ph.D.)
- Must be used immediately after completion of program.

### **Things to Remember**

- You are not eligible for OPT if you were authorized for 12 months or more of full time CPT at the same degree level.
- The OPT process is started by the ISO but must be authorized by the U.S. Citizenship and Immigration Services (USCIS). If approved, an Employment Authorization Document (EAD card) will be issued to you.
- You **MUST NOT** begin working until you receive the EAD card.
- You may only begin working from the dates the EAD card is valid.
- It may take up to three months to receive the EAD card. (ISO processing time:10 days; USCIS processing time: 3 - 5 months) <https://egov.uscis.gov/processing-times/>
- You may apply for the Post-Completion OPT up to 90 days before your program completion, but not later than 60 days after your program completion date.
- Employment must be related to your degree program.
- More than 90 days of unemployment during OPT is a violation of F-1 status.
- You are not allowed to pursue a degree program while you are on post-completion OPT.
- Time authorized for employment by the USCIS is considered time used, even if you did not work.
- You must report to the ISO any change in name, address, and employer information in order to keep your F-1 status.
- Cannot split, save, or refund time granted.

### **Three-Step Employment Authorization Process**

Step 1. Request OPT recommendation from the ISO. (see pages 2-5 for detailed instructions)

Step 2. Prepare and mail your application materials to the USCIS. (see pages 6-7 for detailed instructions)

Step 3. Receive the EAD card and start working (see page 8)

\*If you are interested in getting information about Pre-Completion OPT, please consult with your ISO advisor.

## Step 1. Request OPT recommendation from the ISO

USCIS can take several months to process your request, so please apply early! Your ISO advisor will contact you if there is a problem or question about your application. Please allow up to 10 business days processing time in ISO after your request is complete. You will be notified via email when you can pick up your application from the ISO. **Please note that you need to send the application packet to the USCIS within 30 days of I-20 issuance.**

### Document checklist

- A cover letter written by you (For paper applications only! **Do not** submit this if you are applying for OPT through ISOGateway)
  - See sample on Page 3
- A letter of certification from your academic advisor (For paper applications only! **Do not** submit this if you are applying for OPT through ISOGateway)
  - See sample on Page 4
- Completed I-765 form
  - See guidelines on Page 5
- All previously issued I-20s from GW and prior schools, if applicable (copies)
- Your I-94 card (copy)
  - Make sure it's legible
  - Include both front and back of paper I-94 card, or retrieve electronic copy at <https://i94.cbp.dhs.gov/i94>
- Passport (copies)
  - Expiration page/Biographic page
  - F-1 visa stamp

## Guidelines for your Cover Letter (Paper submissions only)

F-1 students requesting OPT using our paper process should submit the following letter to ISO. **This letter is not needed for applications submitted through ISOGateway.** The following information should be included in the letter:

- Current date
- Your major field of study and degree objective
- The date you expect to complete your studies (last day of your final exam in your final semester/ when all degree requirements are complete, not necessarily your graduation date)
- A description of the practical training (what type of job you will seek)
- How the practical training is related to your field of study
- The beginning and ending dates of your requested practical training
- You may ask for your work authorization to begin on the day after your program completion date, as late as 60 days after, or any date in between.
- Your ending date should be within 12 months from your beginning date.
- If you can't decide on the dates, please see your ISO advisor.
- Your name (printed), GWID number and signature

### Sample Cover Letter

Your Address
Today's date
International Services Office 800 21 <sup>st</sup> St. NW Suite 505 Washington, DC 20052
To Whom It May Concern:
I am an F-1 student in the <i>M.S.</i> program in _____. I am currently completing my last semester of study and expect to complete my study on _____. I intend to seek a position in the area of _____. This training is related to my studies in _____ because it will allow me to (example: directly apply the concepts I have learned in the classroom to practical situations in analyzing data, developing statistical reports, and making recommendations based on my research. If I find a position teaching statistics, I will be passing on to my students the concepts I learned in my graduate program.)
I am requesting that my practical training authorization begin on _____ and end on _____.
Sincerely,
<b>Your Signature (wet ink signature)</b>
James A. Student (GWID: _____ )

## Guidelines for a Letter of Certification from your Academic Advisor (Paper submissions only)

We highly recommend that F-1 students requesting Post-Completion OPT visit their academic advisor to discuss their program completion date. **This letter is not needed if you are submitting your OPT request via ISOGateway.** If you are submitting your OPT request via paper, please ask your academic advisor to write a letter on official GW letterhead, addressed to the ISO that includes following information:

- An indication that you are making normal progress toward completion of your degree.
- Expected date of program completion:
  - By this date, you will have met all course requirements.
  - Generally, the official last day of exams for your final term.  
Please refer to GW Academic Calendar: <http://www.gwu.edu/ac.cfm>
  - If you are working on your thesis or dissertation, the date you plan to defend your work.

### Sample Letter

#### Letterhead

Today's date

International Services Office  
800 21<sup>st</sup> St. NW Suite 505  
Washington, DC 20052

After reviewing Mr. /Ms. \_\_\_\_\_'s academic progress, I certify that he/she is making normal progress toward completion of his/her degree and will be completing all his/her program requirements by \_\_\_\_\_.

#### Signature

Dr. George Washington

### Please note:

- This letter must be signed and dated.
- This letter must be on official GW letterhead.

## Completing the I-765

- The form I-765 can be downloaded from [www.uscis.gov/i-765](http://www.uscis.gov/i-765). Click 'Forms' in the bar at the top of the page.
- Post-Completion OPT--(c)(3)(B). File Form I-765 up to 90 days before, but no later than 60 days after, your program end date. Use Part 6. Additional Information to provide all previously used SEVIS numbers and evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

NOTE: You must file your Form I-765 within 30 days of the date that your DSO enters the recommendation for OPT into your SEVIS record. If you fail to do so, we will deny your OPT request.

## Step 2. Mail your OPT Application to USCIS

### Review your new I-20

Once you have received your new Form I-20 with the OPT recommendation on Page 2 from ISO, please review the following information:

- ✓ Note the OPT recommendation dates on the second page of your I-20. These dates may differ from those that you requested.
- ✓ Note the program end date in Item 5 on your I-20's first page. Your program end date might have been shortened to reflect the actual date when you will complete (or completed) all program requirements.
- ✓ **You must cease all on-campus and/or off-campus employment the day after you complete all program requirements.**

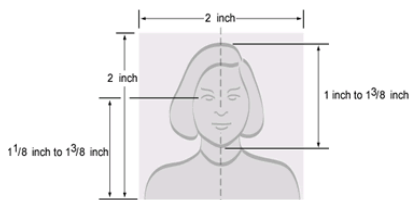
### Document checklist

Your application to the U.S. Citizenship and Immigration Services (USCIS) must include the following documents:

- Personal check or money order for \$410.**
  - *DO NOT send cash.* The check should be made out to "Department of Homeland Security".  
**NOTE:** the filing fee for I-765 applications will be \$410 for ALL applications received on or after December 23<sup>rd</sup>, 2016.
- Two passport style photos\***, no more than six months old
- Original**, completed & signed **I-765 form**
- Copy** (*do not send the original*) of your **new I-20** with OPT recommendation (pages 1 & 2)
- Copies of ALL previously issued I-20s** from GW and any prior schools (if applicable)
- Copy I-94 card** front and back or printed copy from online accessible I-94
  - In May 2013, CBP began issuing digital I-94 documents, if you have a digital I-94 you must include a printed copy
- Copy** of your **passport identification/ signature page** and **page showing expiration date**
- Copy** of your **F-1 visa stamp**
- (Optional) Form G-1145 (if you would like to receive electronic notifications regarding your case)

We recommend that you **make copies of your entire application** for your personal record before you submit it to USCIS.

### \*Photo Requirements



Make sure you meet the specifications of U.S. style passport photos. Most places that take passport photos are already familiar with the specifications, but please visit the following website to make sure your photos are well composed:

[http://travel.state.gov/passport/get/get\\_874.html](http://travel.state.gov/passport/get/get_874.html)

## When should I send my OPT application?

We recommend that you send your application as soon as possible and within 30 days of the date the OPT recommendation I-20 was issued. Keep in mind that your application must be received by USCIS:

- No earlier than 90 days before your program end date;
- No later than 60 days after your program end date; and
- Within 30 days of the OPT recommendation I-20 issuance.

## Where should I mail\* my OPT application?

If the address on your I-765 is in:	Mail your application to:
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Northern Mariana Islands.	<p><b>USCIS Phoenix Lockbox</b>  <u>For U.S. Postal Service (USPS) deliveries:</u>                      USCIS                      PO Box 21281                      Phoenix, AZ 85036</p> <p><u>For Express mail and courier deliveries:</u>                      USCIS                      Attn: AOS                      1820 E. Skyharbor Circle S                      Suite 100                      Phoenix, AZ 85034</p>
Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia	<p><b>USCIS Dallas Lockbox</b>  <u>For U.S. Postal Service (USPS) Deliveries:</u>                      USCIS                      PO Box 660867                      Dallas, TX 75266</p> <p><u>For Express mail and courier deliveries:</u>                      USCIS                      Attn: AOS                      2501 S. State Hwy. 121 Business                      Suite 400                      Lewisville, TX 75067</p>

\*The ISO strongly recommends that you send the OPT application by traceable mail so you can track its delivery and confirm its arrival to the USCIS Service Center.



## Step 3: Receiving EAD card

### Your Address on I-765

USCIS will correspond with you at the address you listed on the I-765 form. Use an address that will be valid for at least the next four months (yours or a trusted friend). Please note that mail from USCIS is NOT forwarded by the Post Office.

### The Notice of Action I-797

You should get a formal receipt, called an I-797 Notice of Action, within 2-3 weeks. This will have your individual receipt number in the upper left-hand corner. If you have not received this within three weeks, please contact your ISO advisor.

### The “Receipt Number”

This is your case number at the USCIS. You should check the status of your case online through the USCIS website at <https://egov.uscis.gov/cris/Dashboard.do>.

### Request of Further Evidence (RFE)

If USCIS has a question about your application, they will mail you a form letter with an explanation of what they require from you. Generally, you will have several weeks to reply, but you should respond as soon as possible. Please contact your ISO advisor if you receive this letter.

### Employment Authorization Document (EAD)

Once USCIS approves your application they will mail an Employment Authorization Document (EAD) directly to you. The time this will take varies and can take as long as 60-90 days. The application is not considered late until 90 days have passed.

### Employment Reporting Duty

Once your OPT application has been approved and you have received your EAD card, remember to submit a front/back copy of your EAD card to [isogateway.gwu.edu](mailto:isogateway.gwu.edu).

While you are on OPT, you must meet certain reporting requirements in order to maintain your F-1 status. You may find detailed information and instructions on how to meet these requirements on the ISO website.

Please follow the instructions and use the [Post-Completion OPT Reporting Portal](#) to report your employment status and employer information to the ISO to keep your SEVIS immigration record up to date.













On the day your OPT becomes active, you will receive an email from [do-not-reply.SEVP@ice.dhs.gov](mailto:do-not-reply.SEVP@ice.dhs.gov) inviting you to create an account on the SEVP portal.

### STEM Extension

If you find your current degree, or a degree that you previously received in the US on the following list: <https://www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf> you may be eligible for the 24-month STEM extension. Please see the ISO website for details.

## Traveling Abroad during Optional Practical Training (OPT)

Please see the table below to learn more about the different OPT travel scenarios and the risks involved. For more information, please see: [http://www.ice.gov/sevis/travel/faq\\_f2.htm](http://www.ice.gov/sevis/travel/faq_f2.htm)

Scenario	Risk Level	Documents you should carry
Program of study not yet completed	low	<ul style="list-style-type: none"> <li>Valid visa (or exempt for visa)</li> <li>Valid Passport</li> <li>I-20 with valid travel signature</li> <li>Financial Documents</li> <li>Enrollment letter</li> </ul>
Program of study completed		
 Submitted the OPT Application to the USCIS  EAD (Employment Authorization Document) Issued  Job Offer	low	<ul style="list-style-type: none"> <li>Valid visa (or exempt for visa)</li> <li>Valid Passport</li> <li>I-20 with valid travel signature</li> <li>EAD card</li> <li>A letter from your employer</li> </ul>
 Submitted the OPT Application to the USCIS  EAD (Employment Authorization Document) Issued  Job Offer	Somewhat High	<ul style="list-style-type: none"> <li>Valid visa (or exempt for visa)</li> <li>Valid Passport</li> <li>I-20 with valid travel signature</li> <li>Proof of OPT application (I-797 Notice of Action)</li> <li>A letter from your employer</li> </ul>
 Submitted the OPT Application to the USCIS  EAD (Employment Authorization Document) Issued  Job Offer	High	<ul style="list-style-type: none"> <li>Valid visa (or exempt for visa)</li> <li>Valid Passport</li> <li>I-20 with valid travel signature</li> <li>EAD card</li> <li>Financial Documents</li> </ul>
 Submitted the OPT Application to the USCIS  EAD (Employment Authorization Document) Issued  Job Offer	Very High	<ul style="list-style-type: none"> <li>Valid visa (or exempt for visa)</li> <li>Valid Passport</li> <li>I-20 with valid travel signature</li> <li>Proof of OPT application (I-797 Notice of Action)</li> <li>Financial Documents</li> </ul>