Office of
International Students and Scholars

Employment Workshop February 23rd 2017

Thea Bowman House
72 College Rd.
Chestnut Hill, MA 02467
617 552 8005
www.bc.edu/oiss
Email: bcis@bc.edu
Be Careful!

A Social Security Number **alone** does NOT give you authorization to work!!

**Must** have work permission!!
F-1 Student Off Campus Employment Options

Off Campus

- Curricular practical training (CPT)
- Optional practical training (OPT)
  - Pre-completion
  - Post-completion
Requirements for OPT and CPT

- Must have completed **one academic year** in the U.S. in almost all cases.
- Must be **directly related to your major**.
- Limited to 20 hours per week while school is in session; full time during vacation periods
- All off-campus work or internships require a new I-20 form!
Off Campus: Curricular Practical Training (CPT)

- Must be required for degree or for academic credit which counts toward degree.
- Can be part-time or full-time (full time during breaks or for PhD students in doctoral continuation).
- Is not deducted from 12 months of OPT
- If use more than 12 months full-time of CPT lose OPT
- Processed in 1-2 weeks by the OISS.
- You also must apply for CPT for any unpaid internships where you are getting academic credit.
Examples of CPT

- An MBA or Master’s in Finance student who is approved a Directed Research Course (credits count towards the degree).
- A PhD student who must do research at another institution for their dissertation research.
- A student in the Social Work, Counseling Program or Teaching program which has a required internship.
- An undergraduate who can take a internship or independent study course for credit towards their degree.
How do I apply for CPT?

- Check with the OISS to discuss eligibility.
- Will need to submit the following:
  - OISS CPT application
  - Letter or email from employer with the start and end dates, number of hours per week and description of job.
Must be signed by your Dean’s Office, Department Chair or Academic Advisor!
Off Campus: Optional Practical Training (OPT)

- **No job offer required** to apply.
- **Total of 12 months per degree level** to be used during or after completion of studies.
- Can be **part-time (up to 20 hours a week) while school is in session** and full-time during vacation periods.
- Any time approved by the Immigration Service will be deducted from 12 month total (Part time OPT is deducted at ½ time rate).
Overview of OPT process

- **Step 1:** Submit the OISS OPT application no sooner than 3 ½ months prior to your completion date or start date for pre-OPT and no later than 1 ½ months after completion.

- **Step 2:** The OISS will process your new OPT I-20 form and I-765 form. This will take up to 2 weeks.

- **Step 3:** You will receive an email to pick up your new I-20 and I-765 form. You will be responsible for mailing your application to the immigration service.

- **Step 4:** Wait up to 3 months for approval and another 1-3 weeks to receive your EAD card. You cannot begin work until you have your EAD card.
Post-OPT Timeline: Application window (May graduation example)

Feb 22, 2017
earliest day to submit OPT to government

May 23, 2017
May 23, 2017

June 21, 2017
Last possible day

July 21, 2017
OPT start and for

60 days after
OPT end date:
End of grace period

Application period: Submit application to Immigration Service up to 90 days prior and no later than to 60 days after graduation.

Submit application to the OISS earliest 3 ½ months before start date of OPT and no later than 2 weeks before 60 day grace period

60 day grace period to depart the U.S., transfer or change status
How do I apply for OPT?

Step 1: Submit OISS Application

Boston College OISS
Office of International Students and Scholars

POST-Completion Optional Practical Training (OPT) Request Form

Instructions:
1. Read the attached instructions carefully and Complete Part I.
2. Ask your Dean's Office, Department Chair or Advisor to sign Part II.
3. Return the signed form to the OISS at the Haas Bowman House 72 College Rd.

Part 1: To be completed by the student

Last/Family name: ___________________________  First/Given Name: ___________________________
NON BC-email: ___________________________  Phone number: ___________________________
Major(s): ______________________________________________________

Have you received off campus work permission (OPT or CPT) from a different university in the past?  Yes  No

OPT Start Date (mm/dd/yyyy): ___________________________  OPT End Date (mm/dd/yyyy): ___________________________
You must choose a start date within 60 days after your completion of studies date. Example: If you complete your studies on May 15th, you can choose a date between May 21st and July 15th. Once submitted to the Immigration Service, they CANNOT be changed.

Am I currently searching for a job or internship?  Yes  No

Employer info:
Name: ___________________________
Address: ___________________________
City: ___________________________  State: ___________________________  Zip code: ___________________________

Employer start date (mm/dd/yyyy): ___________________________  Job Title (if known): ___________________________

Explain how this job is related to your major: __________________________________________________________

Part 2: To be completed by the Dean's Office, Department Chair, or Academic Advisor

The above student is applying for work permission after completion of studies through the U.S. Immigration Service. If granted, this student will be authorized for employment directly related to their degree. Please confirm the following:

The student is considered to be full-time, in good academic standing and is expected to complete all degree requirements including thesis/dissertation/required assistantships by: ___________________________.

*Note: This date is not necessarily the graduation date, especially for PhD students. Master's students who finish in the first summer session should have the end of that first summer session as their completion date.

Name: ___________________________
Signature: ___________________________
Date: ___________________________

Part 3: Information for the I-765 Immigration Application

Please complete the information below. The OISS will use this information to complete your I-765 work application, however it is your responsibility to carefully check it over for accuracy when it is returned to you with your new OPT I-20.

1. Mailing Address Information: Please confirm the address where you would like your Employment Authorization Document (EAD card) to be mailed. You must provide an address in the United States where you can safely receive mail for the next 3 months. Your name must clearly be labeled on the mailbox in order for government mail to be delivered. If the Employment Card is lost it will cost $380 to be replaced and you will have to wait another 2-3 months to start your employment.

☐ Please use the OISS address. I understand the OISS will email me using the email above when the documentation arrives.
☐ Please use the following address:

City: ___________________________  State: ___________________________  Zip Code: ___________________________

2. Place of Birth: ___________________________

City: ___________________________  Province (if available) ___________________________  Country: ___________________________

3. Gender:  Male  Female

4. Marital Status:  Single  Married  Divorced  Widowed

5. I-94 Record Information. Please refer to I-94 card (the white card in your passport) or electronic I-94 record (https://tsihq.dhs.gov) *** I-94 records were automated in May 2013. A

Admission I-94 record number: ___________________________
Date of Entry: ___________________________  Class of Entry: (example F-1) ___________________________
Place of Entry: ___________________________  (Electronic I-94: Click on Travel History to find this)

Part 4: Statement of Understanding

☐ I understand that my employment must be related to my major(s).
☐ I understand that I must not accrue more than 90 days of unemployment during my OPT period. Employment includes volunteer work, internships, and employment that equals at least 20 hours per week and related to your major(s).
☐ I understand that I am required to report my employment information within 90 days of my OPT start date. Failure to do so will result in the automatic termination of my F-1 status in the SEVIS system and I will lose my OPT authorization.
☐ I understand that I must notify the OISS if I decide to depart the U.S. and not use my OPT or if I change visa status.
☐ I understand that I am required to notify the OISS via an online form at www.bc.edu/oiss within 10 days of any change including: change of home address or email, change of employer, termination of employment, change of visa status or my decision to depart the U.S.

Student’s signature: ___________________________  Date: ___________________________
Forms

FREQUENTLY USED

In order to help facilitate obtaining the services that you need from the Office of International Students and Scholars, we are pleased to offer part of the process online. For all of the forms please read the instructions, download the form, and bring it to The Thea Bowman House on 72 College Road way along with the required supporting documentation.

P RF Completion OPT Application Form
Use this form OISS form to apply for PRE- completion Optional Practical Training

Post OPT Application Form
Use this form OISS form to apply for Post Optional Practical Training.

C PT Application Form
Use this form OISS form to apply for Curricular Practical Training.

Statement Concerning F-1 Student’s Application for a Social Security Number
(Boston College Official use only)
BC offices can use this form to indicate a job offer to an international student. International students are required to have an official job offer before applying for a Social Security number. If you have any questions concerning this form please contact us at 617.552.6003.
OPT Start Date

Choose a start date within 60 days of the completion of studies date.

Note: If your OPT is approved AFTER the date you chose, the start date will be the date of approval and your end date will be no later than 14 months after completion.
Post-OPT Timeline: Application window (July 1st start date example)

- May 22, 2017: Start OPT
- July 1, 2017: Start OPT
- June 30, 2018: Last day of OPT
- August 29, 2018: End of grace period

Eligible to work with EAD card - do not exceed 90 days of unemployment!! Report any employer and address changes to the OISS within 10 days of the change.

Submit application to the OISS about 3 ½ months before start date of OPT and no earlier than mid-Feb.
Choosing Your OPT Start Date: What is my completion date?

Choose your employment start date **between your completion date and 60 days after your completion date.**

**May Graduates:** The May graduation date.

**Summer Graduates:** The last day of your last summer session.

**December Graduates:** The last day of fall semester finals.

**PhD Students:** Consult OISS. Typically when you defend including any revisions and your assistantship is finished.

**Exchange Students:** The last day of finals for the semester
Choosing your OPT Start Date: What if I don’t have a job yet?

The dates you choose will be the dates you are eligible to work!

- If you choose a later date (for example July 22\textsuperscript{nd}) and a company wants you to start June 1\textsuperscript{st} you can’t start!
- If you choose an earlier date and you don’t have a job by that date, it will count towards your 12 months
- You start accruing your allowed 90 day period of employment from the date your EAD card begins.
Choosing your OPT start date: Other things to consider

- Remember! It can take 3 months for approval and another 1-3 weeks to received your EAD card. You cannot begin work until you have your EAD card.

- You cannot apply for a SSN until your EAD start date. Consider choosing an OPT start date 1-2 weeks prior to your job start date to ensure you have your SSN in time.

- You only have 12 months per degree level for OPT. If considering another degree at the same education level in the future consult the OISS.

- Dates cannot be changed or extended after your application has been submitted to the Immigration Service.
Employer Information:
Complete if you have a job offer. **Job offer is NOT required to apply for OPT!!**

**Job must be directly related to your major(s)!!!**
Boston College OISS
Office of International Students and Scholars

POST-Completion Optional Practical Training (OPT) Request Form

Instructions:
1. Read the attached instructions carefully and Complete Part I
2. Ask your Dean’s Office, Department Chair or Advisor to sign Part II
3. Return the signed form to the OISS at the Thea Bowman House 72 College Rd.

Part 1: To be completed by the student

Last/Family name: ___________________________ First/Given Name: ___________________________
NON BC-email: ___________________________ Phone number: ___________________________
Major(s): __________________________________

Have you received off campus work permission (OPT or CPT) from a different university in the past? [ ] Yes [ ] No

OPT Start date (mm/dd/yy): ___________________________ OPT End Date (mm/dd/yy): ___________________________
You must choose a start date within 60 days after your completion of studies date. Example: If you complete your studies on May 23rd, you can choose a start date between May 23rd and July 22nd. Once submitted to the Immigration Service, they CANNOT be changed.

[ ] I am currently searching for a job or internship: Skip Employer section. I understand that I must begin work AND report my employer to the OISS within 90 days of the start date of my OPT or my F-1 status will be terminated.

[ ] I have secured employment: Please complete the required employer information below. I understand that I must report any changes in my employment to the OISS within 10 days of the change.

Employer Info:
Name: __________________________________________
Address: _______________________________________
City: __________________________________________ State: ________ Zip code: ________

Employment start date (mm/dd/yy): ___________________________ Job Title (if known): ___________________________

Explain how this job is related to your major:
__________________________________________________________________________________________

Part 2: To be completed by the Dean’s Office, Department Chair, or Academic Advisor:

The above student is applying for work permission after completion of studies through the U.S. Immigration Service. If granted, this student will be authorized for employment directly related to his/her degree. Please confirm the following:

The student is considered to be full-time, in good academic standing and is expected to complete ALL degree requirements including thesis/dissertation/required assistantships by: ___________________________

* Note: This date is not necessarily the graduation date, especially for PhD students. Master’s students who finish in the first summer session should have the end of that first summer session as their completion date.

Name: __________________________________________ Title: __________________________________________
Signature: _______________________________________ Date: __________________________

Please return this form to the student so that they may submit the form to the OISS for processing.

Thea Bowman House 72 College Road Chestnut Hill, MA 02467 • Phone: 617-552-8005 • Fax: 617-552-2190 • hes@bc.edu • www.bc.edu/oiss
Choose Address.
Make sure it is an address where you can receive mail safely in 3-4 months.

OISS address recommended

Enter I-94 information

Make sure you understand your responsibilities while on OPT and sign page
I-94 Printout

How do I print it?
https://i94.cbp.dhs.gov
**I-94 card** (only for most recent entry into U.S. prior to May 2013)

- **I-94 number**: 304213580
- **Place of Entry**: ADMITTED
- **Date of Entry**: AUG 26 2008
- **F-1 status**: **Duration of Status** = “Duration of study”
Step 2: Pick up new I-20 and I-765 from the OISS
Step 3: Mail Documents

The OISS will provide you with a checklist of all the documents you need to send and the exact time to mail it!

If you went to another school in the U.S. you will need copies of your old I-20s. Ask your schools for copies now!

Send priority or certified mail so that you have a receipt!

Optional Practical Training Mailing Checklist

Your application MUST be received at the address below BETWEEN THE FOLLOWING DATES:

If your application is not received between the above dates your OPT application will be denied!
If you want to mail your application and you will miss the deadline, contact the OISS immediately.

You will need to include the following documents with your application to the Immigration Service. Please check over the I-765 and I-20 carefully for any errors before you send them to the Immigration Service. If you would like an OISS advisor to review your application, please bring the documents with you when you pick up your new I-20 and I-765 form.

- The original I-765 form signed in BLUE ink WITHIN the lines. Note! Your employment card will be mailed to the address used on this form! Make sure that you will be able to receive mail at this address for at least the next 3-4 months. If not, arrange to use an alternate address (such as OISS).
- A photocopy of the 1st and 3rd page of your new I-20 with the OPT recommendation on page 3. Keep the original (do not mail). Be sure to sign the bottom of the new I-20 before you make the copy!
- Photocopy of the 1st and 3rd page of all previous I-20s including any from previously attended high schools and colleges. Be sure that you sign the first page of all I-20s.
- Photocopy of any previous Employment Cards (if applicable)
- A photocopy of your I-94 record. Either 1) copy of both front and back of the I-94 card (the white card in your passport) OR 2) copy of electronic I-94 record (https://i94.cbp.dhs.gov). I-94 records were automated in May 2013 for travel by air or sea. If you traveled by land, you will still likely have a card.
- Photocopy of your most recent visa in your passport.
- Photocopy of the biographical (picture) page(s) of your passport, which establishes your identity.
- A check or money order for $380 made out to the U.S. Department of Homeland Security. Be sure the check is signed, dated MM/DD/YYYY and that you have the funds in your checking account. If the mailing address on your check is not correct, cross out the wrong address and clearly write the new address.
- 2 recent passport photos. Pictures should be 2 x 2 inches with your head measuring about 1 inch. The background must be white. (For more details visit http://travel.state.gov.) Any place that offers passport photo service should be aware of these specifications. Please use NEW photos (no same ones from your visa/passport). Print your name lightly in PENCIL on the back of both.

For U.S. Postal Service regular and Priority Mail deliveries:
- USCIS
- PO Box 660867
- Dallas, TX 75266

For overnight Express Mail (such as Fed Ex, UPS, DHL, or USPS Express)
- USCIS
- Attn: AOS
- 2501 S. State Hwy. 121 Business Suite 400
- Lewisville, TX 75067

Note: For regular U.S. Postal deliveries you should send your application by "certified mail" and ask for receipt or send your application by Priority Mail and ask for "delivery confirmation." DO NOT send your application regular mail without a tracking service!!!!

What happens after I mail my OPT application?
- Approximately 3 weeks after you mail your application, you will receive a “Form I-797 Notice of Action” indicating that they have received your application. This receipt will have a case number on it beginning with EAC. You can use this number to check the status of your case online at www.uscis.gov.
- Your OPT should be approved within 90 days of when the Immigration Service receives your application. Upon approval you will receive an Employment Authorization Document (EAD Card). Note that you CANNOT start working until you have received the EAD card AND you are within the eligibility dates specified in the EAD. If you work without the card or outside the dates on the card it will be considered illegal work! **Remember, if you don’t already have a Social Security Number, you will need to apply for one!

Boston College OISS updated 01/21/14
Step 4: Wait for the Immigration Service to Process your Application

- You will receive a receipt within a few weeks with a tracking number and official receipt date.
- Can take up to 90 days to be approved (or even more!).

If you receive an Request for Evidence contact the OISS immediately
1-2 Weeks: Receipt

Receipt number
Check status on-line

DO NOT Call the National Customer Service Line to inquire. It will delay your application!

Use Website 😊

1-3 months: Employment Card
If you don’t apply early and allow enough time for OPT to be approved…..
If you apply on time.....
What are my responsibilities during Post- completion OPT?

- Student may not accrue more than 90 days of unemployment during OPT.
  - part-time (at least 20 hours per week)
  - Unpaid
  - Combination of jobs as long as they are related to your degree.

⚠️ MUST report your employment and any change of address to the OISS using our online form. SEVIS will terminate your F-1 status if you don’t report within 90 days! ⚠️
OPT STEM Extensions:

STEM (Science Technology Engineering and Math) extension

- 24-month extension
- Must have a degree in a STEM Qualified field from BC or another U.S. University within the last 10 years (check with the OISS for details)
- Must be working in a field DIRECTLY related to your STEM qualified major.
- Employer must be enrolled in the e-verify system.
- Employer will be required to complete a training plan.
You CAN travel during Post OPT!

- Must have EAD, OPT I-20 with travel signature within last 6 months and job offer letter. If no EAD yet, must carry receipt.
- If F-1 visa stamp has expired, will need to renew at U.S. consulate abroad
- Consult with OISS to discuss individual case.
- If you have an H1B application pending, please discuss with the immigration lawyer/team processing your case
Travel signature! Need a travel signature every 6 months when on OPT!
Reminders about your visa:

- Multicolored stamp in passport that was issued at US Embassy or Consulate abroad.
- Indicates expiration date and number of entries permitted.
- Need to enter U.S.
- NOT how long can stay in US.
- CANNOT renew visa in US.
EAD Card

The person identified is authorized to work in the U.S. for the validity of this card.

NAME: John Doe

A23456789

CARD #: 08/08/1967

County of Birth: India

Terms and Conditions: None

NOT VALID FOR REENTRY TO U.S.

CARD VALID FROM: 08/19/05  EXPIRES: 08/18/06
Post-OPT Timeline with H1B application April 2018

Feb 23, 2016

May 22, 2017

60 day grace period: choose OPT start

July 22, 2017

Employer files H1B

April 1, 2017

July 1, 2017

12 months OPT

June 30, 2018

H1B Begins

Oct 1, 2018

Application period: Submit application to Immigration up to 90 days prior and no later than to 60 days after graduation.

H1B approved “Cap gap extension of OPT”
Additional Advice 😊

- Be informed! Learn everything possible about work permission before going into your interview.

- Use your resources! The OISSL is here to help you! Make sure you read email/web updates, attend information sessions.

- Consult the OISSL before you go on job/internship interviews. We are always happy to see you!
Questions????