

A background map showing parts of Europe and the Middle East. The top half shows Northern Europe with countries like Norway, Sweden, Finland, Estonia, Latvia, Lithuania, and Russia. The bottom half shows the Mediterranean Sea, North Africa (Morocco, Tunisia, Algeria), and the Middle East (Turkey, Syria, Iraq, Iran, Jordan, Kuwait, Oman, Pakistan).

# F-1 Employment Workshop Spring 2023 | Boston College



## Office of International Students & Scholars (OISS)

*Boston College | Hovey House | 258 Hammond Street | Chestnut Hill, MA 02467*  
Tel: 617-552-8005 | Fax: 617-552-2199 | [bcis@bc.edu](mailto:bcis@bc.edu) | [www.bc.edu/oiss](http://www.bc.edu/oiss)



# The OISS has moved!

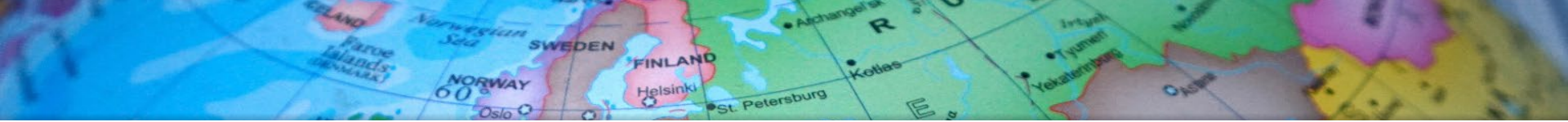
Hovey House  
258 Hammond Street  
Chestnut Hill, MA 02467



Office of International  
Students & Scholars

Boston College

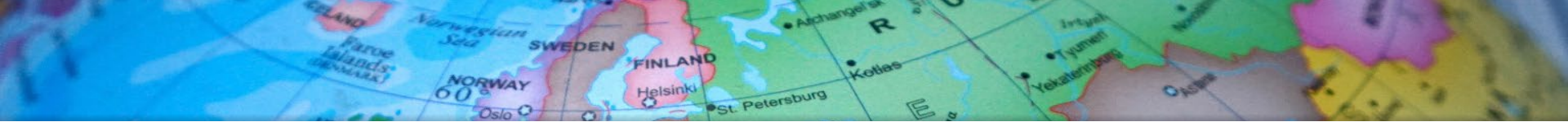




# Agenda

- On-Campus Employment
- Curricular Practical Training (CPT)
- Optional Practical Training (OPT)
  - Pre-Completion OPT
  - Post-Completion OPT
- STEM OPT Eligibility
- Online vs. Paper I-765 Form Filing
- Work Options after OPT
- Questions





## IMPORTANT NOTE!



A Social Security Number (SSN) alone **DOES NOT** give you authorization to work in the U.S.

Even if you already have an SSN, you must be approved with the proper work authorization before engaging in employment.



Office of International  
Students & Scholars

Boston College

# OISS Forms

Click “Maintaining Your Status”

Scroll down and click “OISS Forms”

BOSTON COLLEGE  
OFFICE OF THE PROVOST & DEAN OF FACULTIES

INFORMATION FOR SEARCH BC.EDU LINKS

Office of International Students and Scholars

LATEST IMMIGRATION NEWS

ABOUT NEWS & EVENTS SUPPORT COMING SOON MAINTAINING YOUR STATUS

Forms

OPEN ALL CLOSE ALL

OISS Forms

For all of the forms please read the instructions, download the form, and bring it to The Thea Bowman House on 72 College Road (or email to [bcis@bc.edu](mailto:bcis@bc.edu)) along with the required supporting documentation.

- [PRE Completion OPT Application Form](#). Read the enclosed instructions and use this form to apply for PRE-completion Optional Practical Training (OPT). PRE-Completion OPT is work done PRIOR to your completion of studies.
- [Post OPT Application Form](#). Read the enclosed instructions and use this form to apply for POST-completion Optional Practical Training. POST-OPT is work done in your field of study AFTER you have completed your studies.
- [STEM Post OPT Application Form](#). Read the enclosed instructions and use this form to apply for STEM OPT Extension.
- [CPT Application Form](#). Read the enclosed instructions and 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 hiring international students must complete this form on department letterhead in order for international students to apply for a Social Security Number. If you have any questions concerning this form please contact us at 617-552-8005 or [bcis@bc.edu](mailto:bcis@bc.edu).
- [Required Post-OPT Employer and Address Reporting Form](#). During your POST-completion OPT period all students on OPT are required by law to report their address and employment information to the OISS within 10 days of any change. Failure to report an employer (or your departure or change of status) within 90 days of your OPT approved start date will result in termination of your F-1 status!



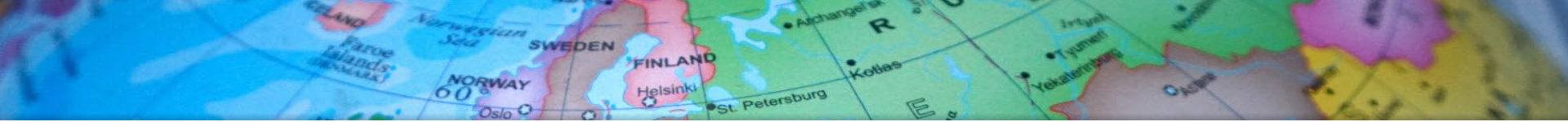
# On-Campus Employment

- Limited to 20 hours/week while school is in session (includes GA/ TA/ RA positions) or more than 20 hours/ week during vacation periods

*Examples:* dining hall staff, graduate assistant, teaching assistant, working in the BC bookstore

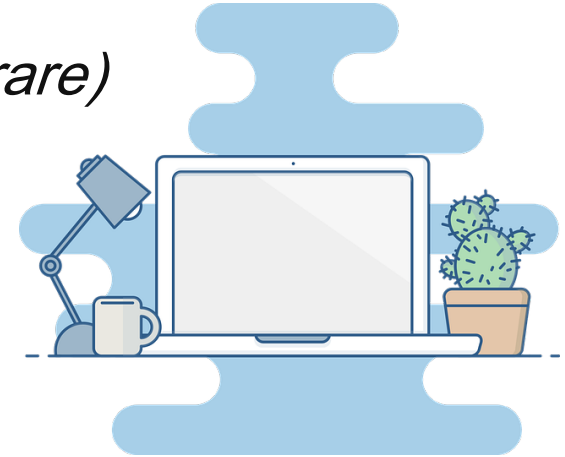
- Cannot be a federally funded work-study position
- Must have a job offer before requesting OISS authorization or a Social Security Number
- Check the [Student Services website](#) for job listings





# Off-Campus Employment Options

- ❑ Unforeseen Economic Need (*extremely rare*)
- ❑ Curricular Practical Training (CPT)
- ❑ Optional Practical Training (OPT)
  - ❑ Pre-Completion
  - ❑ Post-Completion



Office of International  
Students & Scholars

Boston College

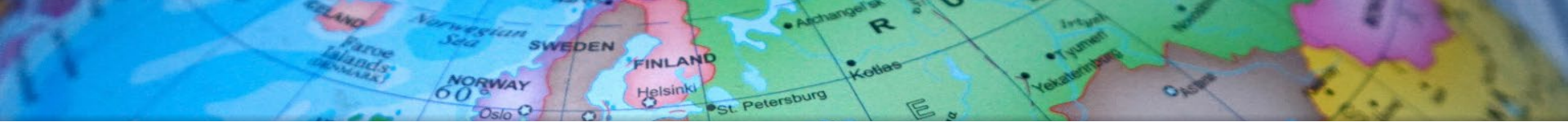
A map showing the northern part of Europe and Russia. Countries like Norway, Sweden, Finland, and parts of Russia are visible. Major cities like Oslo, Helsinki, and St. Petersburg are marked. The map is partially obscured by the title text.

# Off - Campus Employment for Unforeseen Economic Need

- If CPT and OPT are not an option and your financial situation changes:
  - Must document that need exists due to unforeseen circumstances beyond your control.
  - Not restricted to any field of study; must have been in F1 status for at least one year
  - Authorized by the U.S. Citizenship & Immigration Services (USCIS) - can take up to 3 months to be approved.
- **Very rarely approved** - please talk to the OISS if you feel you may qualify.





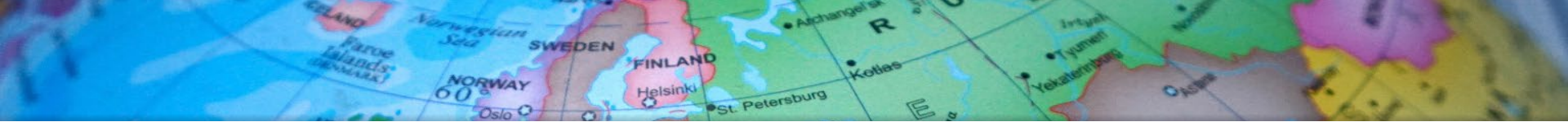


# Requirements for OPT and CPT

**All off - campus work, externships,  
and internships require a new I -20 form!**

- You must complete at least one academic year (2 semesters) in the U.S. to qualify.
- Your job/internship must be **directly related** to your major.
- You can work **up to 20 hours/week** while school is in session.
- You can work **more than 20 hours/week** during winter & summer breaks.





# Curricular Practical Training (CPT)

Must be required for your degree or for academic credit which counts toward your degree.\*

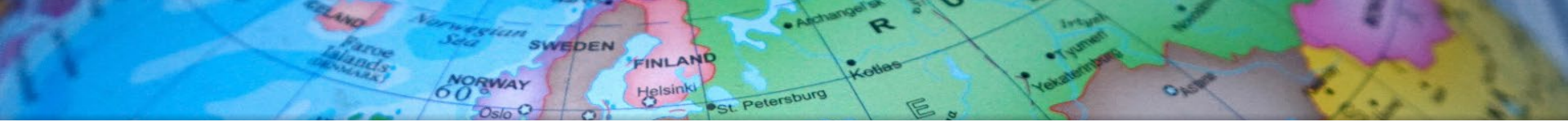
**\*CPT is required for paid & unpaid externships for credit**

- Employer - specific
- Must have job offer in advance
- Can be approved part - time (during classes) or full - time (on breaks)
- CPT time is not deducted from 12 months OPT, in most cases
  - More than 12 months full-time CPT = no OPT
- OISS will process requests for CPT I - 20s in 1-2 weeks



Office of International  
Students & Scholars

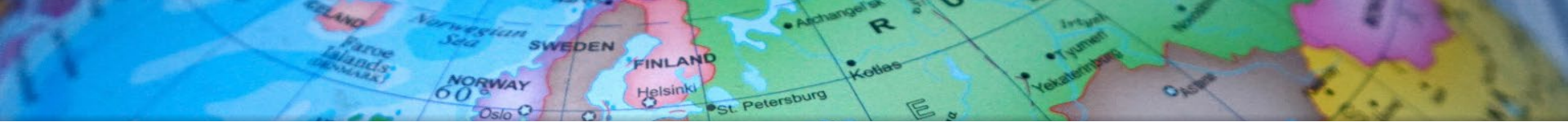
Boston College



## Examples of CPT

- An MBA student in an approved Directed Research course → credits count towards your degree
- A PhD student doing research at another institution → required for dissertation research
- Social work field placements, counseling or teaching practica → required for degree completion
- An undergraduate student in an internship or independent study course → credits count towards the degree





# How Do I Apply for CPT?

- Submit the following to OISS:
  - **CPT I-20 Request Form** *at least 2 weeks prior to start of internship*
    - Download from “Maintaining Your Status” section of OISS website under “OISS Forms”
  - **Letter or email from your employer** listing the start/ end dates, hours per week, job description
- Allow 1-2 weeks for I-20 processing
- OISS will notify you when your new I-20 is ready
- **Do not start your placement without your new I-20.**







Boston College OISS  
Office of International Students and Scholars

Curricular Practical Training  
(CPT) I-20 Request Form

**Part 1: Proposed Employment (Completed by the student)**

Last/Family name: \_\_\_\_\_ First/Given Name: \_\_\_\_\_

Major(s): \_\_\_\_\_ Expected date of graduation: \_\_\_\_\_

Do you also have a job or assistantship on campus? No Yes Number of Hours per week: \_\_\_\_\_

**Proposed Employment/Internship/Practicum:** Part-time (20 hours or less per week) OR Full-time  
*Students cannot work more than 20 hours per week while school is in session unless the full-time work is required for the degree.*

Start date (mm/dd/yy): \_\_\_\_\_ End Date(mm/dd/yy): \_\_\_\_\_  
*In most cases the start and end date must coincide with the semester or summer course enrollment.*

Employer/Internship Name: \_\_\_\_\_  
Please complete ALL address fields. Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Description of proposed employment and how it is directly related to your major(s) field of study:

**Part 2: Department Approval (Completed by the Dean's Office, Field Work/Practicum/Clinical Advisor, Academic Advisor)**

Curricular Practical Training (CPT) is defined by F-1 student visa regulations as training off-campus (ex. Internship, practicum, employment) which is **directly related to the student's major(s)** and must be either **required for the degree** and/or **for credit** towards the degree. Please confirm the following:

The proposed internship/practicum/employment as specified above is **directly related to the student's** major(s) and meets **at least one** of the following requirements: (please check all that apply)

☐ The student will receive credit for the training and the credit **will count towards the total degree requirements** (not "empty" or "extra" credit). The work must within the semester or summer course enrollment.

☐ Course number: \_\_\_\_\_ Number of credits: \_\_\_\_\_ Semester(fall/spring/summer): \_\_\_\_\_

☐ The student **will not** receive credit however the training is **required** for the student's program in order to graduate. The requirement is stated in the school's catalog or department literature.

☐ The training is **required** for the student's dissertation or thesis and **cannot be completed at Boston College**. Please **attach a letter** explaining the nature of the research and why it cannot be completed at Boston College.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please **return this form to the student** so that they may submit the documentation to BC's Office of International Students and Scholars. Scanned copies are acceptable. Any questions please contact the OISS at 617-552-8005 or [bcis@bc.edu](mailto:bcis@bc.edu)

Hovey House 258 Hammond Street, Chestnut Hill, MA 02446 • Phone: 617-552-8005 • Fax 617-552-2190 • [bcis@bc.edu](mailto:bcis@bc.edu) • [www.bc.edu/oiss](http://www.bc.edu/oiss)



Boston College OISS  
Office of International Students and Scholars

Curricular Practical Training  
(CPT) I-20 Request Form

**Part 3: Statement of Understanding (Completed by the student)**

I understand the following:

- I am responsible for submitting this completed form and a copy of my internship offer letter to OISS. My academic department or Dean's Office will not submit this form to OISS on my behalf.
- OISS will review my eligibility for CPT prior to issuing a CPT I-20.
- I cannot begin working in the U.S. until I have received an updated CPT I-20 form from OISS.
- I am only authorized to work for the employer listed on my I-20 and only during the dates listed on the I-20.
- I must report any changes to my CPT employment to OISS as soon as possible.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# CPT I-20 Request Form

Parts 1 & 3: Completed by you

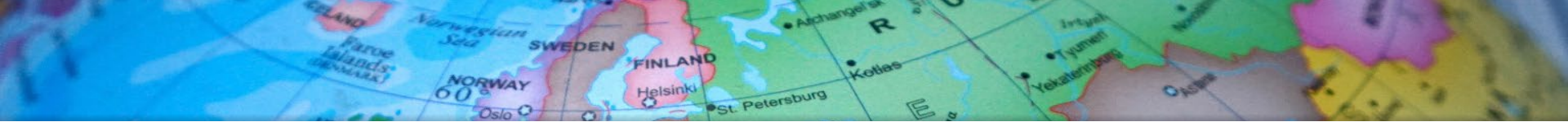
Part 2: Completed and signed by  
your Program Director or Dean's  
Office

Return completed form to the OISS



Office of International  
Students & Scholars

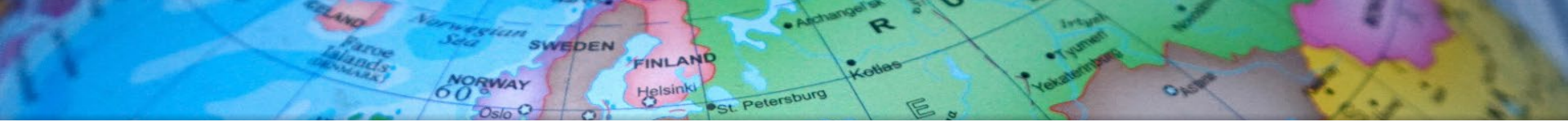
Boston College



# Optional Practical Training (OPT)

- No job offer required in advance to apply
- Not employer specific
- Total of 12 months available per degree level
  - Used **during** your studies = Pre-completion OPT
  - Used **after** your studies = Post-completion OPT
- Additional 24-month STEM OPT extension available for select degrees
- Authorized by USCIS. Processing typically takes anywhere from 2 to 5 months.

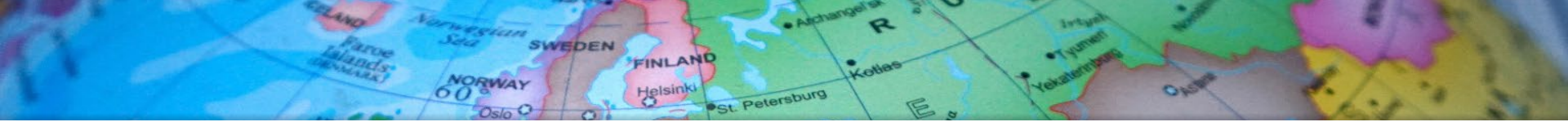




# Pre-Completion OPT – BEFORE Graduation

- For use when off - campus employment is related to your degree, but not necessarily for credit or required for your degree program.
- Can be part - time (up to 20 hours/week) while school is in session and full - time during vacation periods.
- Any time used will be deducted from your 12 months of available OPT:
  - Full-time: deducted at normal rate (1 month used = 11 months left)
  - Part-time: deducted at  $\frac{1}{2}$  rate (2 months used = 11 months left)
- Submit I - 20 request to OISS around **3  $\frac{1}{2}$  months before your pre - completion OPT start date** , then submit to USCIS.





# Post-Completion OPT -AFTER Graduation

- Must be full -time (20 hours/week or more)
- Must be used directly after completing degree
- Changing employers is allowed (must report within 10 days)
- Can work more than 1 job at a time
- Limited to 90 days of unemployment
- Submit I-20 request to the OISS around 90 days before program end date!



Office of International  
Students & Scholars

Boston College





# What is my “Program End Date”?

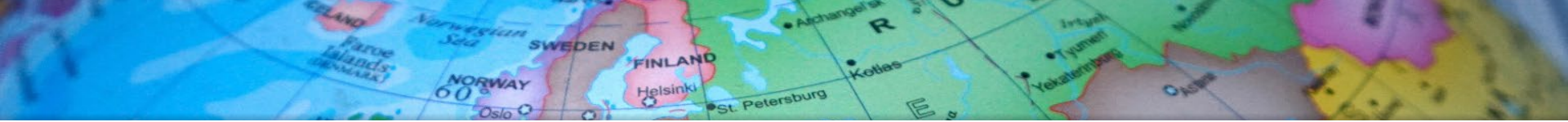
- ❑ May Graduates → Commencement Day
- ❑ August Graduates → Last day of classes during your last summer session class
- ❑ December Graduates → Last day of exams Fall semester
- ❑ PhD Students → Consult OISS

*Note: This may be different than what is currently listed as the “Program End Date” on your I - 20.*



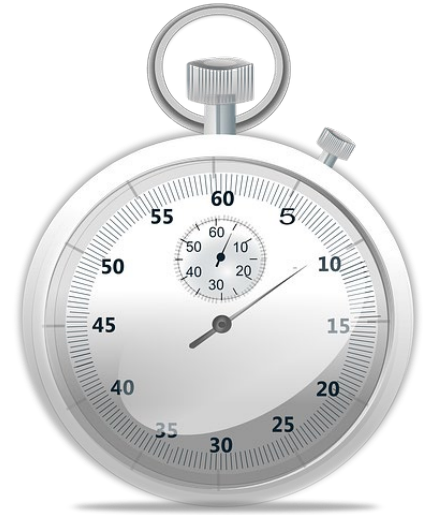
Office of International  
Students & Scholars

Boston College



# When should I apply for post-completion OPT?

- Earliest: USCIS will accept an application **up to 90 days before your program end date**. Submit an I-20 request to the OISS 2 weeks prior to when you will submit the application.
- Latest: USCIS will accept an application **no more than 60 days after your program end date**. USCIS must RECEIVE your application no later than the 60th day. **Do not wait until the last minute to apply!**



# Post-OPT Timeline: May 2023 Grads

**February 21**  
Earliest day  
to submit to  
USCIS

**May 22**  
Program  
end date

**May 23**  
Earliest OPT  
start date

**July 21**  
Deadline to  
submit to  
USCIS

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

Submit I-20 request to OISS from 3 ½ months before end date and no later than 2 weeks before end of grace period

*Work on post-completion  
OPT according to dates on  
EAD card*



**OPT End Date:**  
60 day grace  
period after to  
depart U.S.,  
transfer,  
change status



Office of International  
Students & Scholars  
Boston College



# Overview of OPT Application Process

1. Submit OPT I-20 Request Form to the OISS
2. Pay \$50 OISS OPT Fee [[www.bc.edu/payoiss](http://www.bc.edu/payoiss)]
3. OISS will process your new I-20 form within 2 weeks
4. Pick up the OPT I-20 at OISS, when notified
5. Submit your OPT I-20 and Form I-765 to USCIS (*use OISS checklist*)
6. USCIS will review your application typically in 2-5 months. You will receive a receipt notice, approval notice, and EAD card. EAD arrives 1-3 weeks after approval.

**\*You cannot begin working until you receive your EAD!\***



Office of International  
Students & Scholars


Boston College



# What do I need to start my application for OPT?

## OPT I-20 Request Form

\$50 OPT Fee

 **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. (see instructions)  
3. Pay the BC \$50 OPT fee at [www.bc.edu/payoffs](http://www.bc.edu/payoffs)  
4. Return this signed form AND the completed I-785 form to the OISS in person or by email bcis@bc.edu

**Part 1: To be completed by the student**

Last/Family name: \_\_\_\_\_ First/Given Name: \_\_\_\_\_  
NON BC-email: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Major(s): \_\_\_\_\_ Eagle ID (First 8 numbers): \_\_\_\_\_  
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 21st you can choose a date between May 24th 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 E-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: \_\_\_\_\_  
Please complete ALL address fields. 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. Please see instructions for list of staff authorized to sign this application. Please return this form to the student after signing.**  
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: \_\_\_\_\_  
The Bowman House 72 College Road Chestnut Hill, MA 02467 • Phone: 617-552-8005 • Fax: 617-552-2190 • [bcis@bc.edu](mailto:bcis@bc.edu) • [www.bc.edu/oiss](http://www.bc.edu/oiss)



Office of International  
Students & Scholars

Boston College



- 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. (see instructions)
  3. Pay the BC \$50 OPT fee at [www.bc.edu/payois](http://www.bc.edu/payois)
  4. Return this signed form AND the completed I-765 form to the OISS in person or by email bcis@bc.edu

Part 1: To be completed by the student

Last/Family name: \_\_\_\_\_ First/Given Name: \_\_\_\_\_

NON BC-email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Major(s): \_\_\_\_\_ Eagle ID (First 8 numbers): \_\_\_\_\_

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 23<sup>rd</sup> you can choose a date between May 24<sup>th</sup> and July 22<sup>nd</sup>. 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: \_\_\_\_\_

Please complete Address: \_\_\_\_\_

ALL address fields. 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. Please see instructions for list of staff authorized to sign this application. Please return this form to the student after signing.

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: \_\_\_\_\_



## OPT Start and End Dates

Choose a **start date** within 60 days of your program end date (May 23 - July 21)

Your **end date** should be one year later. For example, if your start date is July 20, 2023, the end date should be July 19, 2024.





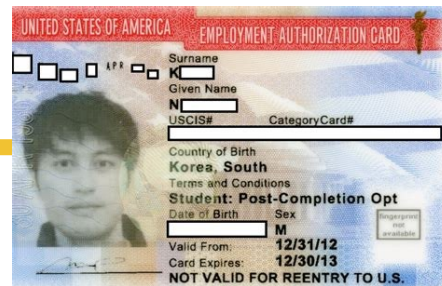
# Post-Completion OPT Start Dates

**May 22**   **May 23**  
Program End Date   Earliest OPT Start Date

**July 21**  
Latest OPT Start Date

OPT start date must fall within  
60 days of the Program End Date

*12 month  
Employment Period*



**OPT End Date:**  
60-day Grace  
Period to  
depart U.S.,  
transfer,  
change status



Office of International  
Students & Scholars  
Boston College



## Reminders for Choosing a Start Date

- If you choose a **late start date** but your employer wants you to start earlier, you can't start.
- If you choose an **early start date** but don't have a job yet, you start accruing unemployment days as soon as your EAD card begins.
- It can take up to 2-5 months for approval, and another 1-3 weeks to get your EAD card.
- You cannot begin working until you have the EAD card **AND** reach the EAD start date.
- EAD dates cannot be changed after you submit to USCIS.







# Employer Information

Complete this section if you have a job offer already. This is not required.



**Remember** : All OPT employment must be directly related to your major !



## 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. (see instructions)
  3. Pay the BC \$50 OPT fee at [www.bc.edu/payois](http://www.bc.edu/payois)
  4. Return this signed form AND the completed I-765 form to the OISS in person or by email [bcis@bc.edu](mailto:bcis@bc.edu)

### Part 1: To be completed by the student

Last/Family name: \_\_\_\_\_ First/Given Name: \_\_\_\_\_

NON BC-email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Major(s): \_\_\_\_\_ Eagle ID (First 8 numbers): \_\_\_\_\_

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 23<sup>rd</sup> you can choose a date between May 24<sup>th</sup> and July 22<sup>nd</sup>. 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: \_\_\_\_\_

Please complete ALL address fields. 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. Please see instructions for list of staff authorized to sign this application. Please return this form to the student after signing.

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: \_\_\_\_\_



## Department Signature

Must be signed by your **Dean's Office,**  
**Academic Advisor,** or **Program**  
**Director** .

Note: your Dean, Advisor, or Director  
**MUST** include your graduation date.



### 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. (see instructions)
  3. Pay the BC \$50 OPT fee at [www.bc.edu/payois](http://www.bc.edu/payois)
  4. Return this signed form AND the completed I-765 form to the OISS in person or by email [bcis@bc.edu](mailto:bcis@bc.edu)

#### Part 1: To be completed by the student

Last/Family name: \_\_\_\_\_ First/Given Name: \_\_\_\_\_

NON BC-email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Major(s): \_\_\_\_\_ Eagle ID (First 8 numbers): \_\_\_\_\_

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 23<sup>rd</sup> you can choose a date between May 24<sup>th</sup> and July 22<sup>nd</sup>. 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: \_\_\_\_\_

Please complete ALL address fields. 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. Please see instructions for list of staff authorized to sign this application. Please return this form to the student after signing.

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: \_\_\_\_\_



[www.bc.edu/payoiss](http://www.bc.edu/payoiss)

[browse catalog](#)

[basket](#)

## Office of International Students and Scholars

### [HOME](#) » [IMMIGRATION PROCESSING FEES](#)

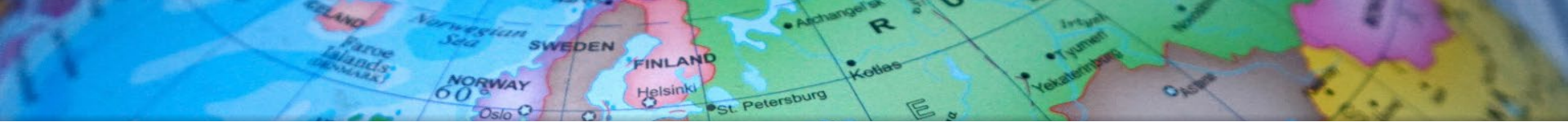
<a href="#">J-1 Visiting Scholars, Postdocs &amp; Faculty</a>	\$125.00	<a href="#">View Details</a>
<a href="#">F-1 Optional Practical Training (OPT)</a>	\$50.00	<a href="#">View Details</a>
<a href="#">F-1 STEM Extension</a>	\$200.00	<a href="#">View Details</a>
<a href="#">OISS Shipment fee payment</a> (BC faculty and staff only)		<a href="#">View Details</a>

**\$50 OISS Post-Completion OPT Fee**

For questions please contact:

Office of International Students and Scholars  
72 College Road  
Chestnut Hill, MA 02467

617-552-8005



# Submitting Documents to USCIS

*A full pros and cons list of each filing method is available on our [website](#)*

## File by Mail

- Has been used for decades and may be most reliable
- Can only pay immigration fees by check or money order
- Must pay for shipping; mailing time must be taken into account

## Online Filing

- Allows applicants to receive a Receipt Number right away
- Can pay online with a US credit card
- Easy to submit incomplete application and unexpected errors may occur

**DO NOT submit the online Form I -765 application until you have already received a NEW OPT I -20 from the OISS ! If you submit your application and haven't requested the new I -20, your application will be **REJECTED**.**



# Application For Employment Authorization

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-765  
OMB No. 1615-0040  
Expires 10/31/2025

For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through		
	Alien Registration Number A- [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]		
	Remarks		

To be completed by an attorney or Board of Immigration Appeals (BIA)- accredited representative (if any).	<input type="checkbox"/> Select this box if Form G-28 is attached.	Attorney or Accredited Representative USCIS Online Account Number (if any) [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
---	---	--

► **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 [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]



# Form I-765 Filing by Mail

Use the document **Filing Form I - 765 by Mail** provided by the OISS for help completing this form.



Office of International  
Students & Scholars

Boston College







# Form I-765

## Online Filing

Use the **OPT Online Form I -765 Filing Guide** provided by the OISS to complete the application.  
**Read all instructions very carefully.**

I-765, Application for  
Employment Authorization

### Getting Started

#### Basis of eligibility

Reason for applying

Preparer and interpreter  
information

### About You

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

### Evidence

2 x 2 photo of you

Form I-94

What is your eligibility category?

**!** You can file your request online only for certain eligibility categories

If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

c(3)(B) Student Post-Completion OPT

Back

Next



Office of International  
Students & Scholars

Boston College



# What should I submit to USCIS?

For both online and paper filing:

- Copy of OPT I-20 (pages 1 & 2)
- Copies of all previous CPT or OPT I-20s (from BC or any other school)
- Most recent I-94 Record
- Photo or scan of front and back of previous EADs (*if applicable*)
- Photo or scan of passport biographical page
- Photo or scan of F-1 visa (*not required for Canadian citizens* )

## Paper Only:

- Form I-765 signed in **blue ink**
- Check, cashier's check, or money order
- Form G-1145 (**optional** ) for text/ email notification that application is received
- 2 original, brand new, passport-style photos

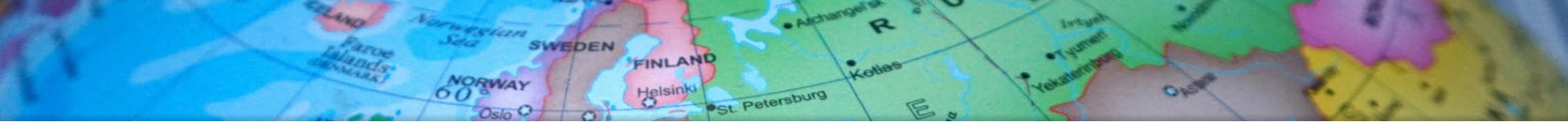
## Online Only:

- Pay the filing fee with US credit/ debit card on pay.gov.
- Digital passport-style photo



Office of International  
Students & Scholars

Boston College



# What happens after I submit my application?

- Check your mail!
  - I-797C Receipt Notice
  - I-797A Approval Notice
  - SSN Card (if applicable)
  - EAD Card

*\*If you used the OISS address on your I-765, we will notify you when we receive these.*

**Do not start working until you have your EAD!**



If you receive a “Request for Evidence” (RFE) notice from USCIS, or if your application is returned to you, contact OISS immediately!



Office of International  
Students & Scholars  
Boston College

# Receipt Notice: 2-3 Weeks

# Approval Notice: 2-5 Months

# EAD Card: 1-3 Weeks

Department of Homeland Security  
U.S. Citizenship and Immigration Services

**Form I-797C, Notice of Action**

**THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.**

NOTICE TYPE <b>Receipt</b>	NOTICE DATE <b>June 08, 2020</b>
RECEIVED DATE <b>June 03, 2020</b>	USCIS ALEN NUMBER <b>[REDACTED]</b>
I-765: Application for Employment Authorization	
RECEIVED NUMBER <b>[REDACTED]</b>	PAGE <b>1 of 1</b>
DATE OF BIRTH <b>[REDACTED]</b>	
<p>PAYMENT INFORMATION:</p> <p>Application/Petition Fee: \$410.00</p> <p>Biometrics Fee: \$0.00</p> <p>Total Amount Received: \$410.00</p> <p>Total Refund Due: \$0.00</p>	
<p>NAME AND MAILING ADDRESS</p> <p>Eligibility Category: <b>C03B</b></p>	

The above case has been received by our office and is in process. Please verify your personal information listed above and immediately notify the USCIS Contact Center if there are any changes.

Please note that if a priority date is printed on this notice, the priority does not reflect earlier retained priority dates.

If you have questions, please visit the USCIS Contact Center at [www.uscis.gov/contactcenter](http://www.uscis.gov/contactcenter) to connect with a live USCIS representative in English or Spanish.

If you have any questions or comments regarding this notice or the status of your case, please contact the USCIS Contact Center.

You will be notified separately about any other case you may have filed.

This notice, by itself, does not grant any immigration status or benefit, nor is it evidence that this case is still pending. However, if:

- You have timely filed to renew your current Form I-766 Employment Authorization Document (EAD); and
- Your EAD renewal is under a category that is eligible for an automatic 180-day extension (see [www.uscis.gov/I-765](http://www.uscis.gov/I-765) for a list of categories); and
- The Category on your current EAD matches the "Class Requested" listed on this Notice of Action; (Note: If you are a TPS beneficiary or applicant, your EAD and this Notice must contain either the A12 or C19 class, but they do not need to match each other.); and
- You do not receive your renewal EAD before your current EAD expires;

then this Notice of Action automatically extends the validity of your EAD for up to 180 days from the expiration date printed on the face of the card. If all of the above conditions apply with respect to your EAD renewal application, you may present this Notice of Action with your expired EAD to your employer for employment eligibility verification (Form I-9) purposes. If your renewal application is denied, the automatic extension immediately terminates, and you may not provide this Notice of Action with your expired EAD for Form I-9 purposes. If your EAD is a combo card, the automatic extension does not apply to advance parole. For more information, please visit our website at [www.uscis.gov/I-765](http://www.uscis.gov/I-765).

USCIS Office Address: Potomac Service Center  
U.S. Citizenship and Immigration Services  
2200 Potomac Center Drive Stop 2425  
Arlington, VA 20598-2425

USCIS Contact Center Number: (800)375-5283

If this is an interview or biometrics appointment notice, please see the back of this notice for important information.

Form I-797C 04/01/19

THE UNITED STATES OF AMERICA

**I-797 | NOTICE OF ACTION** | DEPARTMENT OF HOMELAND SECURITY  
U.S. CITIZENSHIP AND IMMIGRATION SERVICES

Receipt Number <b>[REDACTED]</b>	USCIS Account Number <b>[REDACTED]</b>	Case Type <b>I-765 - APPLICATION FOR EMPLOYMENT AUTHORIZATION</b>
Received Date <b>06/03/2020</b>	Priority Date <b>[REDACTED]</b>	Signature <b>[REDACTED]</b>
Date Recd <b>07/02/2020</b>	Page <b>1 of 1</b>	
<p>c/o BOSTON COLLEGE OISS 72 COLLEGE RD CHESTNUT HILL, MA 02467</p>		<p>Notice Type: Approval Notice Class: C03B Valid from 08/27/2020 to 08/26/2021</p>

We have approved your application for employment authorization. We will send your Employment Authorization Document (EAD) (also known as an EAD card or Form I-766) to you separately.

Your EAD card is proof that you are allowed to work in the United States. Show the card to your employer to verify your authorization to work during the dates on the card. You cannot use this approval notice as proof of your employment authorization.

When you receive your EAD card, please check that all the information on the card is correct. If you need to change any information on the card, please mail all of the following to the office listed below:

- A letter explaining what information needs to be corrected.
- Your EAD card.
- A photograph of this notice, and
- Evidence to show what the correct information should be. For example, if you need to correct your name, submit a copy of your birth certificate or official name change.

If You Have a Pending Form I-485

If you have a pending or approved Form I-485 and a pending Form I-485, you may request to change employers if your Form I-485 has been pending for at least 180 days. In order to do so, you need to submit documentation about your new job offer. For more information on how to request a change of employers and what information you must submit, please visit the USCIS website at [www.uscis.gov](http://www.uscis.gov).

If your EAD card expires before we make a final decision on your Form I-485, you may apply for a new EAD card.

**THIS FORM IS NOT A VISA AND MAY NOT BE USED IN PLACE OF A VISA OR EVIDENCE OF EMPLOYMENT AUTHORIZATION.**

**NOTICE:** Although this application or petition has been approved, USCIS and the U.S. Department of Homeland Security reserve the right to verify this information before making a decision on your case so we can ensure that you have complied with applicable laws, rules, regulations, and other legal authorities. We may review public information and records, contact others by mail, the internet or phone, conduct site inspections of facilities and residences, or use other methods of verification. We will use the information obtained to determine whether you are eligible for the benefit you seek. If we find any derogatory information, we will follow the law in determining whether to provide you (and the legal representative listed on your Form I-28, if you submitted one) an opportunity to address that information before we make a final decision on your case or case proceedings.

Please see the additional information on the back. You will be notified separately about any other cases you filed.

Potomac Service Center  
U.S. CITIZENSHIP & IMMIGRATION SVC  
2200 Potomac Center Dr  
MS 2425  
Arlington VA 20598-2425

USCIS Contact Center: [www.uscis.gov/contactcenter](http://www.uscis.gov/contactcenter)

FORM I-797C (EFFECTIVE 08/04/2013)

UNITED STATES OF AMERICA

**EMPLOYMENT AUTHORIZATION CARD**

Suriname  
Given Name  
N  
USCIS#  
Category Card#

Country of Birth  
Korea, South

Terms and Conditions  
Student: Post-Completion Opt

Date of Birth  
Sex  
M

Valid From: 12/31/12  
Card Expires: 12/30/13

**NOT VALID FOR REENTRY TO U.S.**

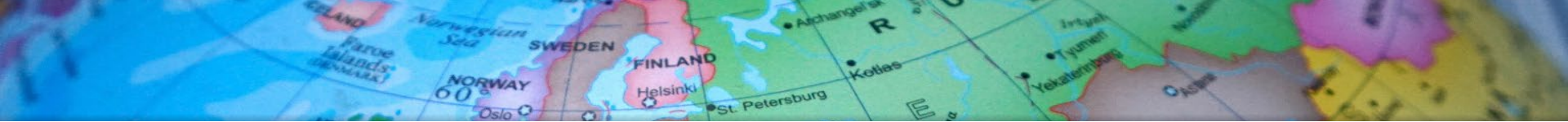
*You cannot start working before the "valid from" date listed on your card. May be different from your requested date.*

Use your 'receipt number' to track your case status on the USCIS website.



Office of International  
Students & Scholars

Boston College

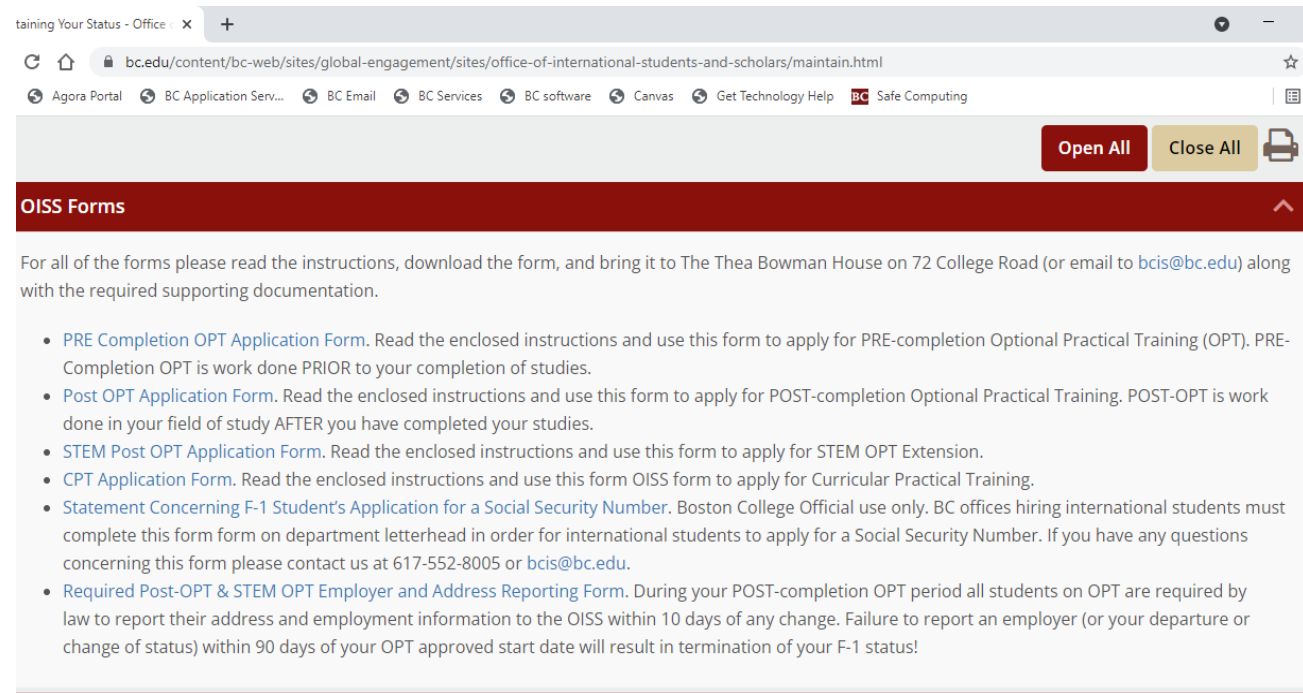


# What are my responsibilities while on Post - OPT?

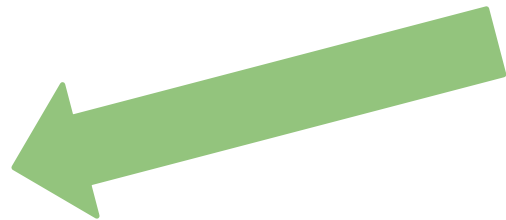
- See “OPT Reminders” handout issued with your OPT I - 20.
- Work full -time ( *at least* 20 hours/ week)
- Work in a job directly related to your degree
  - Can be paid or unpaid
  - Can have multiple employers
- Do not accrue more than 90 days of unemployment
- Report any changes to your address or employment within 10 days of the change using our online form. **Failure to do so will result in termination of your F - 1 status.**



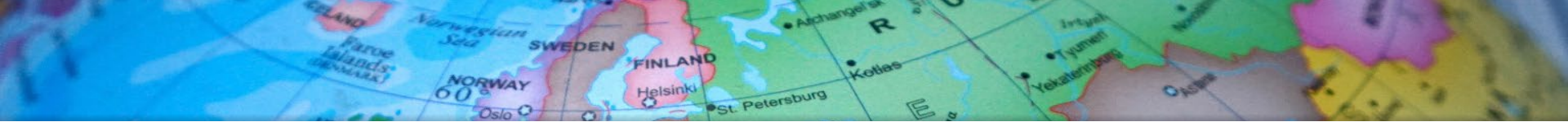




# OPT Employer and Address Reporting Form

Office of International  
Students & Scholars

Boston College



# SEVP Portal

Once USCIS has approved your OPT application:

- You will receive an email you to create an SEVP Portal Account
- The portal is used to report employment info directly to the U.S. government, which is updated in SEVIS
- OISS **requires** you to submit the OISS Form on our website, and recommends using the Portal to review employment information

For more information and an SEVP Portal Guide, visit:

[https:// studyinthestates.dhs.gov/ sevp-portal-help](https://studyinthestates.dhs.gov/sevp-portal-help)



Office of International  
Students & Scholars

Boston College



# Can I travel while on post - OPT?

- ☐ Must have **EAD, OPT I-20** with **travel signature** within last 6 months, and **job offer letter**
  - ☐ If EAD has not arrived yet, you must carry the I-797C receipt and/ or approval notice!
- ☐ **Re-enter using your F-1 visa!**
  - ☐ If you travel abroad with an expired visa, you must renew it!
  - ☐ Consult OISS to discuss individual cases
- ☐ If you have an **H-1B application pending** , always discuss travel with your employer or immigration attorney first.



SEVIS ID: F-1) NAME:

EMPLOYMENT AUTHORIZATIONS

CHANGE OF STATUS/CAP-GAP EXTENSION

AUTHORIZED REDUCED COURSE LOAD

CURRENT SESSION DATES

CURRENT SESSION START DATE

CURRENT SESSION END DATE

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
Karla F. Potter	International Student Advisor	X <i>Karla F. Potter</i>	12/1/2021	Chestnut Hill, MA
		X		
		X		
		X		

# Travel Signatures

Before traveling abroad, be sure that the travel signature on page 2 of your I -20 will be no more than 6 months old at the time you plan to re-enter the U.S.

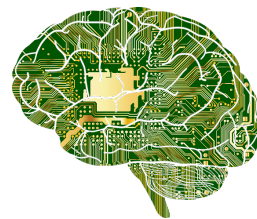
Request a new travel signature from OISS before traveling if needed.





## 24-Month STEM OPT Extension

- Extends work authorization an additional 24 months
- Requires a new application to the USCIS
- Must have a degree in a STEM-qualified field from a U.S. university within the last 10 years
- Employment must be DIRECTLY related to your STEM-qualified degree
- Employer must be enrolled in the e-Verify system
- Employer must complete I-983 Training Plan







# BC STEM-Eligible Majors

## Graduate Degrees

Applied Analytics  
 Applied Economics  
 Applied Developmental & Educational Psychology  
 Applied Statistics & Psychometrics  
 Biology  
 Business Administration (STEM track, Class of '24)  
 Chemistry  
 Earth & Environmental Sciences  
 Economics  
 Educational Research, Measurement, & Evaluation  
 Geology  
 Geophysics  
 Learning Engineering  
 Mathematics  
 Mental Health Counseling  
 Physics  
 Psychology\*
 

- Behavioral Neuroscience
- Cognitive Neuroscience
- Developmental & Child Psychology
- Psychometrics & Quantitative Psychology
- Social Psychology

 Quantitative Finance  
 \*MSSA Sports Analytics Certificates do not qualify

## Undergraduate Degrees

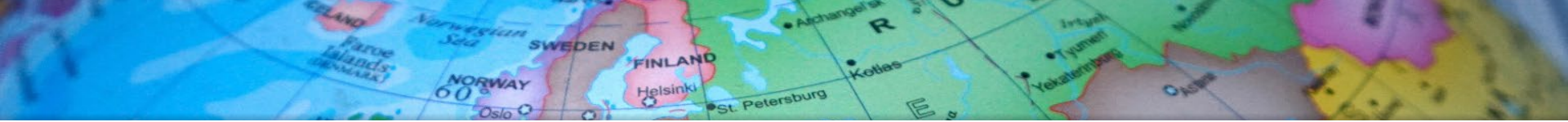
Applied Physics  
 Biochemistry  
 Biology  
 Chemistry  
 Computer Science (MCAS only)  
 Economics (MCAS only)  
 Environmental Geoscience  
 Environmental Studies  
 Geological Sciences  
 Human-Centered Engineering  
 Mathematics  
 Neuroscience  
 Physics

\*CSOM concentrations do NOT qualify for STEM OPT.



Office of International  
Students & Scholars

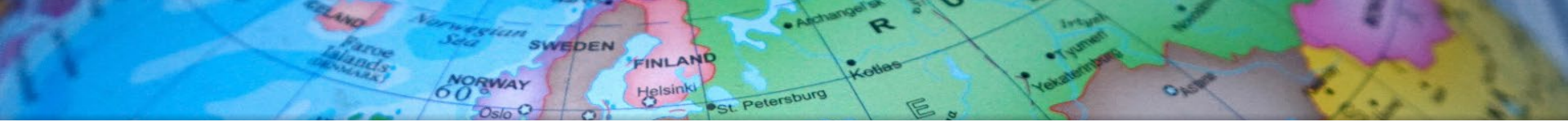
Boston College



## Options after OPT: H - 1B Visa

- ❑ Employer - sponsored work visa for “specialty occupations”
  - ❑ Bachelor’s degree or equivalent in a relevant field to the job required
- ❑ Generally 6 year maximum: 3 years initially with 3 year extension possible
- ❑ Dual intent allowed - can intend to immigrate to the U.S. or return home after
- ❑ Consular processing ( travel abroad to apply for the visa) or change of status in U.S.





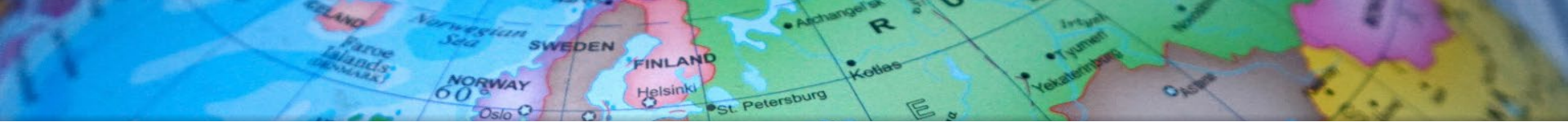
# The H1B “Cap”

There is a limit or “cap” on the number of H1B visas allowed each fiscal year  
65,000 issued each fiscal year - this is referred to as the “H - 1B cap”

- ❑ Additional 20,000 exemptions for applicants with a Master’s or Doctorate from a U.S. university.
- ❑ Fiscal year: October 1 - September 30
- ❑ Typically more applications received than are available so there is a “lottery”

*Universities and some non - profits affiliated with Universities are “Cap - exempt” institutions can submit H - 1B petitions at any time during the year and are not subject to the cap (higher ed, non - profits)*





# The H1B “Cap” and Application Timing

**Initial Online Registration Period:** Early- to mid - March. The employer can submit an initial \$10 registration to place you in the lottery.

**Lottery:** April 1. Employer will be notified if you are selected in mid - April.

**H1B Petition Filing:** If selected for the lottery, your employer has 90 days to file your H1B application.

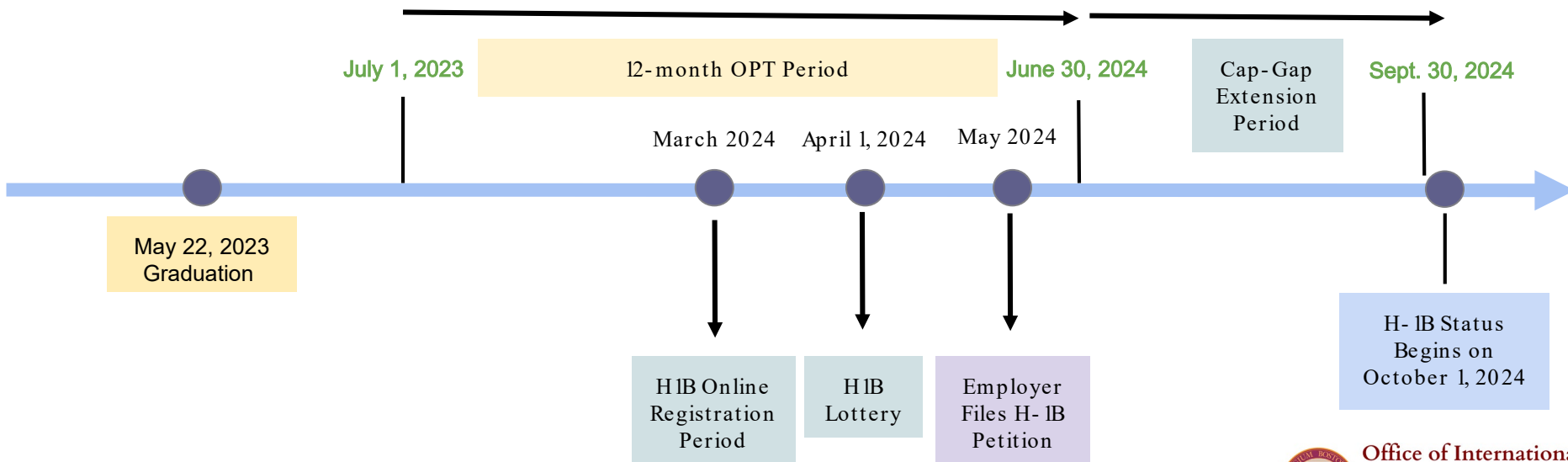
- If approved, H1B status begins on October 1<sup>st</sup>.
- **Cap- Gap Extensions:** If your H1B is pending/approved when your EAD expires AND your EAD ends before October 1<sup>st</sup>, OPT is automatically extended to Sept. 30 to cover the “gap” in employment authorization.





# Post-OPT Timeline with H - 1B

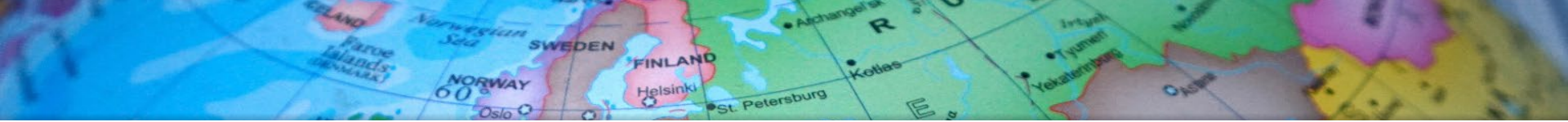
## [Cap-Subject, May 2023 Graduate]



Office of International  
Students & Scholars

Boston College





# Additional Advice

1. **Be informed!**
2. **The OISS is here to help you!**
3. Utilize the **Career Center's** resources early and often.
4. Don't forget about your responsibilities for  
**maintaining your status while on OPT** !





# Upcoming Events

## Workshops:

**US Resume Writing for International Students** (For all students, except Law and CGSOM)

- (In-person) Feb. 7, 4:00-5:00pm

**Options After OPT: US Employment with Immigration Attorneys from Landoli, Desai, & Cronin PC** (For all students)

- (Virtual) Feb. 16, 3:30-5:00pm

**Interviewing in the US for International Students** (For all students, except Law and CGSOM)

- (In-person) March 20, 4:00 - 5:00pm

## BC Career & Networking Fairs:

**Bank Week** – Jan. 30-Feb.3

**Health & Sciences Fair** – Feb. 15

**Nonprofit, Government, and Social Impact Fair** – Feb. 23

**Social Impact Careers Week** –Feb. 20-24  
**Communications, Arts, & Media**

**Networking Night** – Mar. 22

**Social Services Recruitment Fair** – Mar. 31

**SEC & ACC Virtual Career Fair** - April 5



**Office of International  
Students & Scholars**

Boston College



# Questions?



## Office of International Students & Scholars (OISS)

---

*Boston College | Hovey House | 258 Hammond Street | Chestnut Hill, MA 02467*  
Tel: 617-552-8005 | Fax: 617-552-2199 | [bcis@bc.edu](mailto:bcis@bc.edu) | [www.bc.edu/oiss](http://www.bc.edu/oiss)

